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ABSTRACT

GRADES OR AGES: Grades 11 and 12. SUBJECT MATTER: Dietetics and home economics. ORGANIZATION AND PHYSICAL APPEARANCE: The guide is divided into two parts. The first part outlines a 2-year course in dietetics, which is divided into ten units. The second part outlines a 1-year, grade 11 course in home economics which is divided into two sections, each of which is then divided into several units. All units are in list form. The guide is xeroxed and staple-bound with a paper cover. OBJECTIVES AND ACTIVITIES: Several objectives are listed at the beginning of each unit. No specific activities are mentioned; each unit contains detailed lists of topics to be covered. Suggestions are made for timing of units. INSTRUCTIONAL MATERIALS: Each unit and some subunits contain lists of related teacher and student references and films. STUDENT ASSESSMENT: No mention. (RT)

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Curriculum RP-52

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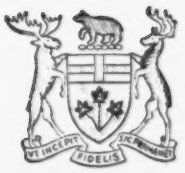

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DIETARY SUPERVISORS

SENIOR DIVISION

OPTIONAL COURSES OF STUDY FOR

GRADES 11 AND 12

SCIENCE, TECHNOLOGY, AND TRADES BRANCH

FOUR-YEAR PROGRAM

PART I DIETARY SUBJECTS

PART II HOME ECONOMICS

These courses are experimental and subject to review.
Suggestions for improvement will be welcomed.

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PART 1

DIETARY SUBJECTS

INTRODUCTION

Definition of a Dietary Supervisor

A dietary supervisor is defined as a person employed in a food service department of a hospital or other institution, who has been trained in routine supervisory work and in the record keeping of the department. When a registered professional dietitian is employed, the dietary supervisor works under the direction of the professional dietitian.

Allotment of Total School Time

(i) Half time of academic subjects

(ii) Quarter time of dietary subjects taught in the classroom

(iii) Quarter time to contact training in the dietary department of an institution which employs a registered professional dietitian

Allotment of Time to Dietary Subjects and Organization

The allotment of classroom teaching time to each of the ten dietary topics in Grades 11 and 12, and the sequence of subject matter will be influenced by the program for contact training which should be developed jointly by the teacher and the director of the dietary department of the cooperating institution. In this planning, the need to correlate the learning of basic principles in the classroom with concurrent application in the institution is emphasized. Consequently, in the following outline, the subjects are arranged in alphabetical order, and no attempt has been made to prescribe the sequence of subject matter through the two years.

On page 2 is a suggested allotment of classroom periods for the ten dietary topics to be taught in the two-year period.

Subject	Periods	
	Grade 11	Grade 12
Nutrition	46	
Food Preparation Production and Service		
Theory	32	32
Laboratory work	192	96
Hygiene and Sanitation	20	
Equipment	30	30
Safety	10	
Supervision	20	64
Menu Planning		16
Diet Therapy		64
Records Pertaining to Cost Control		16
Food Purchasing		32

Records

Records should be kept of the time used in teaching each of the dietary subjects over the full two years.

Records, in considerable detail, of the nature of the pupil's work experience during contact training should be kept and arrangements should be made to ensure that, before the completion of Grade 12, each pupil has had adequate practical experience to develop competence in all phases of dietary work within the scope of the dietary supervisor.

DIET THERAPY

Aims:

To establish the relationship of the normal diet to the therapeutic diet

To develop understanding of the role of therapeutic nutrition in total patient care

To develop some understanding of the technical aspects of therapeutic diets in common use, together with an understanding of the associated diseases and conditions

To appreciate the importance of treating the individual needs of each patient

1. INTRODUCTION

(a) Definitions: dietetics, diet therapy

(b) Brief history of dietetics

(c) Purposes of therapeutic nutrition
  (i) General: to establish and/or maintain adequate nutritional status
  (ii) Specific, such as: to rest the whole body or the affected organ, e.g. restricted protein intake in nephritis; to adjust to the body's ability to metabolize or assimilate the nutrients, e.g. diabetic diets in diabetes; to increase or decrease body weight; to overcome deficiencies, e.g. gluten-free diets in coeliac disease

(d) Role of diet therapy in total patient care
  (i) Consideration of the diet as a vital part of treatment
  (ii) Diet counselling of the patient

2. MODIFICATIONS OF THE NORMAL DIET IN THERAPEUTIC NUTRITION

(a) Caloric intake
(b) Nutrient content
(c) Consistency and texture
(d) Bulk
(e) Inclusion or exclusion of specific foods
(f) Pattern and frequency of meals

3. STANDARD HOSPITAL DIETS

(a) Full diet
  (i) Based on Canada's Food Guide
  (ii) Outline of daily food allowance
  (iii) Additions for increased protein and/or caloric intake

(b) Clear Fluid
  (i) Purpose
  (ii) Indication for use
  (iii) General description: consistency of diet, feeding pattern
  (iv) List of foods allowed and not allowed

(c) Fluid
  (i) Purpose
  (ii) Indication for use
  (iii) General description: consistency of diet, feeding pattern
  (iv) List of foods allowed and not allowed

(d) Soft
  (i) Purpose
  (ii) Indications for use such as: medical, surgical or dental conditions which indicate this type of diet
  (iii) General description: modification from full diet, types of food
  (iv) Lists of food allowed and not allowed

4. THERAPEUTIC DIETS

(a) Definition

(b) Diets to be included:
Gastric 1, 2 and 3
Modified Gastric
Post Gastrectomy
Restricted Residue
Restricted Sodium - 250, 400, 1000 mg. and 3-5 gm.
Restricted Calorie Diets
800, 1000, 1200, 1500 Calorie
Exchange Lists for Use with Restricted Calorie Diets
Restricted Protein Diets - 20 and 40 gm.
Restricted Purine Diet
Gluten-Free Diet
Altered Fat Diets
Diabetic Diets - including review of exchange lists
Acute Nephritic Diets for Children

(c) Other therapeutic diets which may be included if time permits:
Dietary routine for treatment of phenylketonuria
Allergy and Elimination diets
Restricted copper diet for treatment of Wilson's disease
Modified Calcium diet

NOTE: SUGGESTED METHOD OF APPROACH TO EACH DIET IN (b) AND (c) ABOVE

Purpose
Descriptive statement of the purpose of the diet

Indications for use
List of medical or surgical conditions indicating the need for modified diet

Brief description of these conditions, illustrating the reasons for various dietary modifications

General Description

Characteristics of the diet, including quantity, consistency, chemical composition, texture, methods of preparation, calorie and nutrient content

Types of Food Allowed and Not Allowed

Lists of specific foods relating the foods allowed and not allowed to characteristics of the diet

Menu Pattern

Total daily food allowance
Outline of daily meals, including variations in meal pattern
Check of nutritive value
Methods of preparation and service
Ways and means to make restricted diets more appetizing

(d) Calculation of diets
  (i) Interpretation of physician's orders
  (ii) Explanation of exchange system
  (iii) Calculation of diets for specified calorie, protein, fat, carbohydrate or sodium content

(e) Feedings
  (i) Blender
  (ii) Duodenal
  (iii) Other special feedings for particular conditions

(f) Test Meals
  (i) Gallbladder test meal
  (ii) VMA test
  (iii) Fishberg test
  (iv) Glucose tolerance test

5. TEACHING THE PATIENT

(a) Purpose of diet

(b) Pertinent facts necessary for following dietary prescription during hospitalization and at time of discharge

(c) Adaption of therapeutic diet to patient's way of life: economic, religious, ethnic

(d) Problems which patients on therapeutic diets encounter

(e) Follow-up instruction

6. THERAPEUTIC DIET MENU PLANNING

(a) Relationship to regular menu

(b) Method of planning

Resources

(a) Books

Bowes, Church and Church, Food Values of Portions Commonly Used, McClelland and Stewart

Canadian Diabetic Association, Manual for Diabetics in Canada, Canadian Diabetic Association, 477 Mount Pleasant Road, Toronto 7

Canadian Diabetic Association, Meal Planning for Diabetics, Canadian Diabetic Association, 477 Mount Pleasant Road, Toronto 7

Department of National Health and Welfare, Table of Food Values Recommended for Use in Canada, Department of Public Printing and Stationary, Ottawa

Howe, Nutrition for Practical Nurses, (W.B. Saunders), McAinsh & Co. Ltd.

Krause, M.V., Food, Nutrition and Diet Therapy, (W.B. Saunders), McAinsh & Co. Ltd.

Ontario Dietetic Association, Cookbook for Diabetics, Ontario Dietetic Association, Box 313, Postal Station K, Toronto 12

Ontario Dietetic Association and Ontario Hospital Association, Diet Manual, Ontario Hospital Association, 24 Ferrand Drive, Don Mills, Ontario

Payne and Callahan, The Low Sodium - Fat Controlled Cookbook, Little, Brown and Co. (Canada) Ltd.

Stead and Warren, Low Fat Cookery, McGraw-Hill Co. of Canada Ltd.

Stead and Warren, Sodium Restricted Diets - The Rationale Complication and Practical Aspects of Their Use, National Research Council, Washington, D.C.

Wohl and Goodhart, Modern Nutrition in Health and Disease, Macmillan Company of Canada

Wohl and Goodhart, The Role of Dietary Fat in Human Health, National Research Council, Publication #575, Washington, D.C.

(b) Films

Ontario Department of Health, Obesity, Ontario Department of Health, Information and Publicity Branch, Room 5424, East Block, Parliament Buildings, Toronto 5

Canadian Film Institute, Weight Reduction Through Diet, Canadian Film Institute, 1762 Carling Avenue, Ottawa

EQUIPMENT

Aim: To develop understanding of the efficient and safe use of heavy duty food service equipment

1. TYPES OF EQUIPMENT, USE AND OPERATION

(a) Mechanical, such as: peelers, slicers, mixers, choppers, dish washers

(b) Cooking, such as: ranges, ovens, broilers, grills, steam jacketed kettles, compartment steamers, deep fat fryers

(c) Food holding, such as: hot and cold counters, coffee urns, milk dispensers

(d) Refrigerators and freezers, such as: walk-ins, reach-ins, mobile, pass throughs; temperature and humidity controls

(e) Auxiliary, such as: exhaust hoods, shelves, cabinets, sinks, tables

(f) Transportation and mobile, such as: trucks, dollies, heated food trucks, hot and cold tray trucks, vertical and horizontal conveyors, elevators

(g) Utensils and tableware, such as: knives, ladles, spoons, trays, flatware, dishes, glassware, disposables

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West B. B. and Wood L., Food Service in Institutions, (John Wiley and Sons Incorporated) General Publishing Co. Ltd., 34 Lesmill Road, Don Mills, Ontario.

Kotschevar and Terrell, Food Service Planning, (John Wiley and Sons Incorporated) General Publishing Co. Ltd.

2. MAINTENANCE OF EQUIPMENT

(a) Equipment manual
- (i) The need
- (ii) The use
- (iii) The importance of safe accessible filing

(b) Preventive maintenance
- (i) Advantages of a preventive maintenance program
- (ii) Departmental responsibility for such a program
- (iii) General requirements for maintenance of electrical, steam and gas equipment; stationary and mobile equipement
- (iv) Use of check list
- (v) Importance of a permanent record

(c) Equipment repair
- (i) Responsibility of dietary department to watch for and report deficiencies
- (ii) Need and procedure for requisitions
- (iii) Cost of repair: time and materials
- (iv) Follow up of requisitions
- (v) Permanent service record cards

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West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

Kotschevar and Terrell, Food Service Planning, (John Wiley and Sons) General Publishing Co. Ltd.

3. SANITATION

(a) Equipment design
- (i) The National Sanitation Foundation - what it is and how it works
- (ii) Design factors affecting equipment sanitation such as: material and finish, runners for drawers and sliding doors, drains, ease of dismantling, rounded corners and welded joints

(b) Regularity of cleaning equipment
- (i) Use of cleaning schedule
- (ii) Recommended frequency of cleaning equipment such as: refrigerators, tray trucks, cooking units, mixers

(c) Cleaning methods for some types of equipment such as electrical, cooking, refrigerated

(d) Installation of equipment for good sanitation
- (i) Sealed units
- (ii) Height above floor
- (iii) Distance from wall
- (iv) Wall or ceiling suspension
- (v) Mobility

Bibliography

National Sanitation Foundation Code - (Michigan State University)

Kotschevar and Terrell, Food Service Planning: Layout and Equipment, (John Wiley and Sons) General Publishing Co. Ltd.

Clawson, A., Equipment Maintenance Manual, (Ahrens Book Company) General Publishing Co. Ltd. (Presently out of print, but available from some libraries)

4. SAFETY

Equipment design
- (i) Rolled edges
- (ii) Location of control units such as valves, handles, fuses, switches, timers
- (iii) Steam control
- (iv) Guards on machinery such as slicers, choppers, saws, motors
- (v) Release device on walk-in refrigerator doors
- (vi) Special filters, light protectors and fire extinguishers in ventilating hood

5. SELECTION OF EQUIPMENT

(a) Factors determining need
- (i) Menu
- (ii) Maximum number served
- (iii) Labour saving value
- (iv) Use of convenience foods
- (v) Improved sanitation
- (vi) Improved food quality

(b) Kinds available
- (i) Standard
- (ii) Custom

(c) Construction principles
- (i) Type of material, gauge and design
- (ii) Durability
- (iii) Factors discussed under sanitation and safety

(d) Utilities
- (i) gas
- (ii) electricity
- (iii) steam

6. LOCATION OF EQUIPMENT

(a) Flow of processing in logical sequence
- (i) From receiving to service
- (ii) From service to cleaning
- (iii) Separation of clean and soiled production, service, and sanitizing areas

(b) Work centres: receiving, storage, preparation, production, service, sanitizing

(c) Work comfort:
- (i) Aisle space
- (ii) Loading and unloading space
- (iii) Correct working heights

(d) Labour control
- (i) Drop delivery
- (ii) Step saving
- (iii) Single unit preparation and storage
- (iv) Single unit cooking and serving

7. ACQUISITION OF EQUIPMENT

(a) Specifications
  (i) By manufacturers' specification, e. g. manufacturer, model number, capacity
  (ii) By complete, detailed specifications for custom-built equipment

(b) Methods of acquiring and financing
  (i) Ownership; amortization of purchase price through saving in wages, cost of repairs and depreciation
  (ii) Leasing; annual rental basis which includes service charges for preventive maintenance and repairs, e. g. vending machines
  (iii) Lend-lease, such as: detergent dispensing equipment, ice cream cabinets
  (iv) Rental with option to purchase, when the money paid for rental is applied against the purchase price

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Barnes, Motion and Time Study, (Wiley and Sons) General Publishing Co. Ltd.

Dukas & Lundberg, How to Operate a Restaurant, (Ahrens Book Co.) General Publishing Co. Ltd.

Fairbrook, Starting and Managing a Small Restaurant, Small Business Administration, Washington, D. C.

George, N. L. & Heckler, Ruth D., School Food Centres, (The Ronald Press Co.) General Publishing Co. Ltd.

State Education Department, Bureau of Field Financial Service, School Business Management Handbook #5 Purchase and Stores. The University of the State of New York, State Education Department, Albany, New York

Vocational Bulletin, Food Service Industry Training Program and Facilities U. S. Department of Health Education and Welfare

Vocational Bulletin, Training for Quantity Food Preparation, U. S. Department of Health Education and Welfare

Watson, Specifications Writing for Architects & Engineers, McGraw-Hill Co. of Canada Ltd.

Winco Ltd., General Manual, Winco Ltd., Toronto

FOOD PREPARATION, PRODUCTION AND SERVICE

Aims:

To broaden and deepen the understanding of principles of food preparation and service and their application

To recognize standards of excellence in food with respect to appearance, flavour, texture, and temperature

To develop standards of excellence in work habits and in selection and use of equipment

1. QUANTITY FOOD PRODUCTION

(a) A planned tour of an established quantity food production area, e.g. school cafeteria or local institute to introduce:
quantity food production differences between quantity and family food production
special quantity equipment
holding methods for hot and cold foods
typical serving methods
quality control of foods
assembly-line work methods, e.g. sandwich making
storage facilities

(b) Glossary of terms in common use

(c) Measurements: accuracy, abbreviations, equivalents

(d) Large quantity recipes

2. BEVERAGES

Coffee
- Sources, kinds, cost, extenders, e.g. chicory
- Substances contained and their effects
- Care and storage
- Essentials for good brew (pre-measured)
- Types of coffee makers and their proper use
- Variations - iced, demi-tasse, cafe au lait, instant, decaffienated, vended
- Taste panel

Tea
- Sources, kinds, grades, cost
- Substances contained and their effects
- Premeasured and loose
- Care and storage
- Preparation
- Essentials for good tea
- Variations - iced, instant
- Taste panel

Milk & Cream
- Pasteurization
- Homogenization

- Forms, fresh fluid, canned and powdered, malted
- Types of cream (whipping, coffee, cereal) powdered, non-dairy products
- Types of fresh milk: jersey, cream top, homo, 2%, skim, buttermilk, chocolate drink, multi-milk
- Composition and nutritive value
- Taste panel
- Packaging and cost
- Sanitary care and storage
- Serving methods
- Milk shakes
- Eggnogs
- Milk cookery

Cocoa and Chocolate
- Sources, types
- Differences between cocoa and chocolate, substitution
- Composition and nutritive value
- Selection and buying
- Care and storage
- Theory related to use
- Preparation of hot and cold beverage - garnishes
- Preparation of chocolate syrup
- Use of commercial hot chocolate powders

Fruit Juices and Drinks
- Types a) juices (fresh, frozen, canned, nectars)
  b) drinks (concentrates, canned)
- Nutritive value and cost
- Care and storage
- Preparation
- Serving methods
- Fruit punch combinations

3. SANDWICHES

Varieties of bread; relative food values; enrichment
Types of sandwiches
Types of fillings
Standards for bread, butter, fillings, sandwiches
Suitable equipment
Techniques of production for efficiency
Storage of ingredients and sandwiches
Suitable garnishes and accompaniments
Serving

4. TRAY SERVICE

Requirements,e.g. attractive, complete, simple, sanitary, proper temperature
Storage of all items involved
Assembly area stressing efficiency
Methods of maintaining food temperatures
Delivery and return of tray meals
Sanitation
Equipment,e.g. trays, china, silver, teapots, plate covers, etc.

5. VEGETABLES

Fresh or pre-prepared
Classification
Nutritive value
Selection and buying
Care and storage
Preparation - Cleaning
- Trimming and paring
- Proper equipment,e.g. electric slicer, vegetable peeling machine etc.
- Set up of work area for efficiency
- Efficiency of motions and time
- Storage, e.g. method, nutritive effects, space required, etc.

Cooking - Reasons
- Effects on flavours, colours, nutritive value
- Baking
- Steaming
- Pressure cooking
- Boiling
- Panning
- Seasoning
- Stuffed and glazed vegetables

Use of left-over vegetables
Canned vegetables - Nutritive value
- Guides to buying
- Preparation
- Use of juice

Frozen vegetables - Nutritive value
- Methods of freezing
- Changes in colour, texture, flavour
- Storage
- Preparation

Dehydrated vegetables - Nutritive value
- Storage
- Preparation

6. FATS AND OILS

(a) List of common fats and oils

(b) Properties of fats - General
- Instability (factors toward rancidity)
- Melting temperatures
- Smoking temperatures

(c) Composition and nutritive value
- Energy
- Vitamins
- Essential fatty acids
- Digestibility
- Use in the diet

(d) Guides to buying
- Labels
- Inspection stamp
- Grade mark
- Brand name
- Intended use
- Market cost
- Nutritive value
- Factors determining amounts to buy

(e) Manufacture
- Butter
- Margarine
- Lard: steam-rendered, kettle-rendered, dry-rendered hydrogenated, deodorized, neutral, drip-rendered
- Compounds
- Hydrogenated shortenings
- Oils

7. FRUITS

Characteristics and classification
Composition and nutritive value
Changes during ripening, e.g., starch, texture, acid
Artificial ripening, e.g. ethylene
Digestibility and place in diet
Selection and buying: varieties, sizes, grades, costs
Care and storage
Effects of cooking fruit on enzymes, cellulose, starch and bacteria
Methods of cooking fruit: stewing, as sauce, baking, canning, jam and jelly making, frying, broiling
Canned fruit: changes due to canning; kinds and grades, juices and nectars; nutritive value
Service of raw fruit as a dessert or snack
Preparation of fruits: fruit cup; sectioning oranges, cutting grapefruit
Special problems: discolouration, softening
Dried fruits: method of drying, composition and nutritive value, selection and buying, preparation and cooking, special uses
Frozen fruits: kinds, cost, processing, storage, use
Fruits as accompaniments

8. SALADS

Definition of type and list of suitable ingredients
Accompaniment, salads and salad plates
Nutritive value, purchase and characteristics of each salad ingredient

Care and storage
Preparation
Efficient assembling
General rules for salads
Specific rules for arranging salad plates
Garnish lists for different types of salad
Accompaniments
Cost comparison with other luncheon or supper dishes

Salad Dressings
General ingredients and their purposes
Classification
French dressing: method, proportions, variations, uses
Mayonnaise: method, proportions, variations, uses
Cooked salad dressing: method, proportion, variations, uses
Other dressings

9. PUDDINGS AND DESSERT SAUCES

(a) Puddings

(i) Starch
Kinds of starch, e.g. corn, wheat, maize (regular, instant), potato, rice
Gluten-free
Theory of starch cookery
Proportions used of starch to liquid
Essentials of a good product
Variations of blanc mange pudding; chocolate butterscotch, caramel, fruit soufflé
Taste panels: compare with commercial products on the market

(ii) Tapioca, Sago
Source
Forms found on market
Preparation
Essentials of a good product
Variations: custard, fruit, cream, chocolate

(iii) Rice
Varieties
Milling
Methods of cooking; taste panel
Variations: creamy rice, old-fashioned rice, baked rice, Hawaiian rice

(iv) Egg
1. As thickening agent
- kinds of custard; soft (thin and thick), baked
- basic proportions
- methods of preparation
- variations: Floating Island, trifle, baked rice custard, bread and butter, Queen's

2. As leavening agent
- soufflés, whips

(v) Rennet
Sources
Composition and theory of its action: precautions

Forms available
Preparation of rennet dessert
Variations: almond, caramel, chocolate, maple, vanilla

(vi) Gelatine and jelly powders
Sources
Composition and nutritive value of each
Selection and buying
Uses in food preparation: proportion
Texture of gelatine mixtures: taste panel
Plain jellies: compare with commercial products; addition of fruit; moulds
Variations: snows and sponges; spanish and bavarian creams; charlotte russe; fillings for chiffon pies; cheese cake
Include whipping of cream (35%); use of evaporated and powdered milks in place of whipped cream; suitable conditions necessary
Dietetic jelly powders, e.g. sugar - free and low sodium

(vii) Steamed Puddings
Combination of ingredients
Cooking methods
Essentials of good product
Variations, e.g. batter, carrot, chocolate, fruit, orange, marmalade, plum, suet

(viii) Ice cream; sherbets, ice milk, specialty items
Storage - temperature, arrangement; safe handling; serving
Nutritive values
Cost
Quality
Standards (over-run)

(b) Dessert Sauces
Correct combining of ingredients
Essentials of a good product
Care
Storage
Cost
Sauces: butterscotch, brown sugar, chocolate, chocolate fudge, custard, fruit, hard, marshmallow, vanilla
Toppings; whipping cream, evaporated milk, powdered milk, commercial products

(c) Commercial Mixes and Sauces
Survey of types in use
Standards
Free from pathogenic organisms
Evaluation of use, cost, flavour (see "Trends in food products")
Taste panel

10. SOUPS AND SAUCES

(a) Soups

Types: without meat stock, e.g. cream, thickened without milk, chowders
With meat stock, e.g. thick stock soup, cleared stock soup
Where used in meals
Define: vegetable stock, puree, binding soups
Clarifying stock
Characteristics of a good soup
Storage of stock
Care of stock pot
Use of left-over vegetables in soup
Suitable garnishes for soup
Soup accompaniments
Comparison of price and quality with canned soups, soup bases; taste panel
Comparison of frozen, condensed, ready-to-serve, canned, dried mix, soup bases

(b) Sauces for Meat, fish, vegetables

Basic proportions for one cup of sauce; thin, medium, thick, very thick
Combining of ingredients by five methods; melted fat, creamed fat, cold liquid, roux, cream
Sauce mix
Storage of sauce
Reheating of sauce; safe food handling, storage and reheating
Variations of sauce,e.g. Béchamel, brown gravy, cheese, curry, egg, mornay, mushroom, mustard, parsley, raisin, shrimp, Spanish, tomato
Other sauces,e.g. barbecue, creamy horseradish, creole, cucumber, Hollandaise, lemon butter, mint, sweet and sour, tartar

11. CEREALS AND CEREAL FOODS

Source and world consumption
Composition and nutritive value
Uses of different cereals: wheat, corn, rye, oats, rice, barley, other cereals
Parts of the grain: bran, endosperm, germ

(a) Cereal breakfast foods: ready-to-cook, instant, ready-to-eat

Selection and buying: comparative cost
Care and storage
Cooking breakfast cereal: general proportions for cooking whole grain and starchy cereals
Serving of cereals

(b) Rice

Varieties
Milling
Methods of cooking: taste panel

(c) Macaroni and pasta products
Composition and nutritive value
Varieties of product: macaroni, spaghetti, vermicelli, noodles
Method of cooking
Standard of product
Holding techniques

(d) Beans and Legumes
Varieties: navy, lima, kidney, chili, soy, lentils, peas
Composition and nutritive value
Digestibility
Economy and use in diet
Selection and care
Preparation and cookery

12. LUNCHEON AND SUPPER CASSEROLES

Combination of suitable foods and sauces
Use of leftovers
Use of spices and herbs
Variety of toppings
Proper use of equipment, e.g. meat grinder
Proper cooking methods
Freezing of ingredients for these dishes
Safe food handling stressed here, e.g. leftover meats, vegetables, sauces
Variations: scalloped dishes; casseroles with macaroni, spaghetti or noodles; a la Kings; casseroles with rice; casseroles with beans

13. BAKERY PRODUCTS

(a) General
Accurate measurements
Equivalents in substituting
Definition of mixing, cooking and baking techniques
Types of flour and their recognition
Classification of flour mixtures
Basic proportions for types of flour mixtures, e.g. muffins, tea biscuits, cake, pastry
Leavening agents: rules governing substitution
Choice of ingredients in flour mixtures
Fats and oils
Flavourings
Essentials of good products
Recognition of the completion of baking period

(b) Yeast leavened breads
Nutritive value of bread
Facts to consider in bread-making
Basic methods: batter, sponge, refrigerator, straight dough
Basic steps in bread making
Foundation recipe for bread, rolls, sweet dough

Variations: white, whole wheat, fruit breads; rolls, e.g. Parker House, cloverleaf, fan tans, quick pan, crescents; sweet doughs, e.g. cinnamon rolls, pecan rolls, Swedish Tea Ring, doughnuts
Care of baking
Special equipment: proofing cupboard or room; dough hook; pans

(c) Quick Breads

(i) Basic batters and variations, e.g. pop-overs, Yorkshire Pudding, timbales and cover batters, egg pancakes, cream puffs, griddle cakes, waffles, muffins, drop fritters and dumplings, plain cake, gingerbread, doughnuts
Experimental baking of pop-overs by different methods

(ii) Basic doughs and variations, e.g. drop biscuits and dumplings, scones, shortcake and dessert dumplings; streusels

(d) Pastry

Variations: plain, hot water, refrigerator, sweet puff, Danish
Experimental preparation of pastry to show effect of various ingredients and methods
One crust pies: cream, custard, chiffon, e.g. soufflé and gelatine, Dutch fruit
Two crust pies: fruit, pies with cooked filling, chiffon, custard
Either one or two crust pies: cobblers, deep dish fruit, meat, tarts
Other uses; pastry cases, dumplings, cheese straws
Essentials of a good product
Comparison of commercial pastries: taste panel
Comparison of cost and product with frozen pies on the market, ready-to-bake, and ready-to-serve
Variations of crumb crusts

(e) Cakes

(i) Containing fat

Methods of combining: muffin, modified muffin, conventional; new speed method and variation
Variations, e.g. standard butter, spice, orange, banana, mocha, chocolate, marble, cup cakes
Experimental preparation of identical ingredients by three methods
Chiffon; (special manipulation of ingredients); orange, lemon, spice, cocoa, cherry, banana, Maple Walnut
Fruit: pound, Madeira, light and dark fruit, wedding
Common faults, their causes and correction

(ii) Containing no fat

Sponge, e.g. true, hot milk, jelly roll, lady fingers, chocolate roll, sunshine

Angel: special manipulation of ingredients
Meringues: shells, torte
Common faults, their cause and correction

(iii) Comparative study of commercial mixes

(iv) Fillings and frostings

1. Fillings
thickened, cooked cream fillings with variations, e.g. cocoanut, chocolate, orange, lemon: fruit,e.g. strawberry, pineapple, date, whipped cream,e.g. chocolate, mocha, marshmallow

2. Frostings
uncooked,e.g. basic butter: French chocolate, coffee, cocoanut, mocha, orange, almond: chocolate, cheese
cooked,e.g. seven-minute and boiled, chocolate marshmallow, peppermint, lemon, caramel, fondant
glazes: for fruit cakes and tarts

(f) Cookies and Squares

Types:

(i) drop cookies: test cookie; placing on baking sheet; removal to cake rack to cool; correct storage; special type,e.g. fruit meringues and macaroons

(ii) rolled cookies: chilling of dough before rolling; use of bread flour on board when rolling

(iii) refrigerator: consistency of dough; wrapping of dough; correct refrigeration methods; slicing of cookies
variations, e.g. sugar, ginger, almond, caraway, orange, butterscotch, chocolate, mint chocolate, date pinwheels
comparison with frozen products on the market

(iv) moulded and pressed: consistency of dough for shaping in hands or cookie press
variations,e.g. almond crisps, thimble cookies, crescents, coffee, shortbread fingers, fruit and nut cookies
care and use of a cookie press

(v) squares and bars: combining of ingredients
size of pans
recognition of completion of baking period
variations: brownies, e.g. chocolate and butterscotch, caramel squares, Chinese chews, tutti-frutti bars, date squares, dream squares
comparison with products on the market

(vi) unbaked cookies,e.g. apricot balls, fruit balls, sauce-pan cookies, quick drops, chocolate squares

(g) Desserts, baked

(i) basic recipes for sweet biscuit doughs, drop and rolled
variations,e.g. berry cobblers, pandowdy, dumplings, roly-poly puddings, shortcakes

(ii) cake type, e.g. cottage pudding, Dutch apple cake, upside-down cakes

(iii) sponges, e.g. lemon using eggs as thickener, with flour, and made light by proper manipulation of mixture when adding beaten whites of eggs
cake type of sponge: jelly rolls and variations, e.g. Boston cream pie; tortes

(iv) cream puffs and eclairs
manipulation and baking of mixture
special fillings, e.g. chocolate cream, custard cream, whipped cream
glazes: chocolate, maple

(v) cheese cakes
variety of crumb shells
variety of cheese fillings: cottage cheese and lemon, cream cheese, sour cream, etc.
varieties of toppings, e.g. pineapple, cherry, strawberry, lemon, orange
correct baking procedure
use of suitable sauces with some of the above-baked desserts

14. <u>MEATS, FISH AND SEA FOOD, POULTRY, EGGS, CHEESE</u>

(a) Meats

Varieties - beef, veal, pork, lamb
Appearance and physical structure: muscle tissue, fibres, connective tissue, sheath, grain
Recognition of meats by colour of muscle, fat, bone
Composition and nutritive value; digestibility; use in diet
Selection and buying: familiarity with kinds and cuts of meat, methods of cooking for different kinds of cuts, factors determining quality or grade, influence on price, government inspection, aging of meat
Price of meat affected by quality or grade of carcass, popular cuts, size of cuts, if boned, if cooked
Recognition of typical cuts of meats: wholesale, retail, pre-portioned cuts
Care and storage, refrigeration, home freezing
Preparation for cooking
Principles of cooking: colour changes, shrinkage, effects on nutritive value, correct internal temperatures, cooking losses, cooking temperature, stage of being done
(i) beef - rare, medium, well-done
(ii) veal, lamb, pork - well-done
Methods of cooking meat
(i) tender cuts by dry heat; roasting, broiling, pan-broiling, frying; use of tenderizer
(ii) less tender cuts by moist heat; cooking in liquid, braising, stewing
Variety meats: liver, heart, kidney, tongue, tripe, sweetbreads, brains, oxtails, pork feet: nutritive value: cooking methods, cooked according to tenderness

Sausages and luncheon meats: sausages in links or patties, thoroughly cooked; luncheon meats, ready-to-serve
Carving meat: requires good tools properly cared for; principle is to cut across grain; know where to make first cut; continue to make parallel cuts

(b) Fish and Sea Foods
Fishing industry: fresh, dried, frozen, canned
Source of supply
Kinds of fish: finfish, shellfish
Composition and nutritive value
Appearance and physical structure
Selection and care: characteristics, amounts to allow for a serving
Preparation: fresh and frozen
Cooking methods: correct temperature, timing, degree of being done, addition of fat, colour; finfish; broiled, baked, planked, fried, boiled, poached, steamed; shellfish: steamed, boiled in chowder, broiled, pan-fried, deep fat fried
Suitable sauces, e.g. white, egg, parsley, lemon, tomato, cucumber, tartar, lemon and parsley
Suitable stuffings, toppings and garnishes

(c) Poultry
Classification: chicken, turkey, goose, duck, game birds
Composition and nutritive value
Market classes of chicken, fowl, turkey, duck, goose
Classification according to age and tenderness in relation to cooking methods
Selection and buying: on "foot", freshly killed, ice-packed: dressed, drawn, eviscerated, ready-to-cook, cutup chicken, half and quarter turkeys, turkey, rolls, cooked poultry
Quality grades: grading and labeling
Amounts to buy: based on kind of poultry, market form, method of cooking, style of service
Price of poultry: based on supply, kind and class, form in which purchased
Care and storage
Preparation for cooking
Principles of cookery: basic methods same as for meat cookery: cooked according to tenderness of bird based upon age and fatness; tender birds cooked by dry heat, less tender birds cooked by moist heat
Cooking methods: roasting, broiling, frying, braising, stewing
Carving of poultry
Accompaniments e.g. cranberry sauce, currant jelly,
Stuffings: basic ingredients; their purpose and proportions: body fat, seasonings, liquid, vegetables, binders, meat; method of preparation and amount needed; correct care and storage before and after cooking; preparation of bird; trussing; cooking in baking pan; varieties

(d) Eggs
Appearance and physical structure; the shell, albumen, yolk
Composition, nutritive value and digestibility
Uses in the diet and in cookery
Selection and buying
Grades and sizes
Cold storage, frozen, and dried eggs, whole and separated
Care and storage
Principles of cookery
Methods of cooking: poached, fried, scrambled, baked, stirred, hard cooked and soft cooked
Techniques of mixing

(e) Cheese
Development of cheese making
Varieties of cheese: taste panel
Comparison of cheddar cheese, process cheese and cheese spreads as to preparation, content and characteristics
Composition, nutritive values, digestibility and use in the diet
Selection and buying
Care and storage
Principles of cookery, methods of cooking

Trends in Food Products

1. TYPES OF PROCESSING

(a) Canning: use of pressure cans
Freezing: cooked foods, uncooked foods, Cryovac
Method or vacuum method of packaging
Drying: spray
belt-trough
high vacuum
freeze-drying

(b) Effect of processing methods: changes in food value, flavour, texture, colour

(c) Purposes of processing
(i) Destruction of microorganisms
(ii) Prevention of contamination
(iii) Prevention of chemical changes
(iv) Preservation of vitamins and minerals
(v) Reduction of water content and waste, cutting cost of transportation and storage
(vi) Reduction of preparation time of most foods

2. EFFECT OF PROCESSING ON COST OF FOODS

(a) Cost lowered by: less waste
reduced bulk and weight
storage stability
reduced preparation time
reduced preparation cost

(b) Cost increased by processing; labour, equipment
Supplies, additives
Quality maintenance
Packaging and refrigeration

3. CONVENIENCE FOODS

(a) Definition

(b) Types of convenience foods
Canned,e.g. fruits, vegetables, juices, soups, eggnog, meats, fish
Frozen,e.g. fruits, vegetables, juices, meat, fish, poultry, desserts
Dried,e.g. fruit juice, tomato juice, milk, eggs, potatoes, instant coffee
Mixes,e.g. soups, sauces, desserts
Freeze-drying, fruit vegetables

(c) Comparison of convenience and traditional foods with respect to: cost, time, quality, appearance, flavour, texture, nutritive values, care

Reference
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Justin, Rust and Vale, Foods (College Edition), Revised, Cambridge Press) MacMillan Co. of Canada Ltd. TR

Kotschevar, Lendal H., Quantity Food Production, McCutcheon Publishing Corporation, 2526 Grove Street, Berkeley, California 94704 TR

McDermott, Trilling and Nicholas, Food for Better Living, (J.B. Lippincott Company) McClelland and Stewart Ltd. 11-12

Oerke, Bess V., Mealtime, (Charles A. Bennett Company) Copp Clark Publishing Co. Ltd. 11-12

Stanley and Cline, Foods, Their Selection and Preparation, Ginn and Company TR, 11-12

United States Department of Agriculture, Food: The Yearbook of Agriculture, 1959, U.S. Department of Agriculture TR

Wattie and Donaldson, Canadian Cook Book, Ryerson Press 11-12

Wilmott and Batjer, Foods for the Family, (J.B. Lippincott Company) McClelland and Stewart Ltd. 11-12

Periodicals for teacher and/or pupil

1. Canada Department of Agriculture, Consumer Section

Poultry, How to Buy, How to Cook	Publication 1189
Eggs	
Skim Milk Powder	Publication 1106
Cheese Dishes	
Cereals	
Meat, How to Buy, How to Cook	Publication 971

2. Dairy Foods Service Bureau, 147 Davenport Road, Toronto 5,
   Marie Fraser's Guide to the World of Canadian Cheese

3. Department of Fisheries, Ottawa

The Way to Cook Fish	Fs32-9/1963
Let's Serve Shellfish	1958
All About Fish: Manual for Teachers	Fs32-11/1961
New Fish Recipes	Fs32-21/1962

4. Meat Packers' Council of Canada, 5230 Dundas Street West,
   Islington, Ontario
   Canada's Meat Industry

5. Ontario Department of Agriculture

Frozen Foods	Bulletin 504
Egg Facts	Publication 95

6. Poultry Products Institute of Canada Incorporated, 120
   Eglinton Avenue East, Toronto 12
   Cooking Canada's Chicken
   Hints on Buying Eggs
   Cooking Canada's Turkey
   How to Carve Chicken and Turkey
   Eggs: Nature's Masterpiece

Bulletins for Teacher Use

1. Handbook of Food Preparation 1964 Revised Edition
   American Home Economics Association
   1600 Twentieth Street, N.W.,
   Washington D.C. 20009 (Price $1.00)

2. Standardizing Recipes for Institutional Use Cir. Bulletin 233, 1963
   Pearl J. Aldrich and Grace A. Miller,
   Department of Institution Administration,
   Agricultural Experiment Station,
   Michigan State University,
   East Lansing.

FOOD PURCHASING

Aims: To develop an understanding of food purchasing principles

To emphasize the relationship between purchasing and production of quality food

1. DEFINITIONS

Contract, purchasing agent, quotation, specification, staples, vendor (supplier), requisition

Resources

(a) Oxford English Dictionary
(b) Ontario Hospital Association, Ontario Dietetic Association, Correspondence Course for Food Supervisors, Lesson 2

2. PURCHASING POLICIES

These policies are established by top administrative officials of the institution.

(a) Person responsible for food purchasing
  (i) Purchasing agent for the institution
  (ii) Dietitian
  (iii) Other persons,e.g. dietary supervisor, food manager, head cook

(b) Method of purchasing
  (i) Competitive quotations: contract, telephone, visiting markets and/or suppliers,e.g. farmers, truck gardeners, salesmen
  (ii) Direct purchase from specific suppliers

Resources

American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

American Hospital Association, Readings in Hospital Dietary Administration, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

West and Wood, Food Service in Institutions, 3rd edition, (John Wiley and Sons) General Publishing Co. Ltd.

3. RESPONSIBILITIES OF FOOD PURCHASER

(a) Maintenance of ethical business standards: honesty, integrity, impersonality, impartiality

(b) Selection of dependable vendors: consistent as to supply, quality, and delivery

(c) Knowledge of food commodities and intended use

(d) Maintenance of quality
  (i) Buying to specifications
  (ii) Ensuring delivered goods meet specifications

(e) Investigation of new products and methods of packaging

(f) Maintenance of food inventory at a practical level

(g) Up-to-date knowledge of health standards and sanitary conditions of suppliers' establishments

(h) Application of Froomans' Five Steps
  (i) Find out what the food industry has to offer
  (ii) Determine what best fits the need
  (iii) Compile written specifications
  (iv) Work out a buying procedure, decide on course of action
  (v) Check and inspect all deliveries

Resources

West and Wood, Food Service in Institutions, 3rd edition, (John Wiley and Sons) General Publishing Co. Ltd.

4. FACTORS INFLUENCING KIND, QUALITY, AND QUANTITY OF FOOD PURCHASED

(a) Planned menu

(b) Food budget

(c) Market prices

(d) Availability of foods on the market

(e) Production kitchen organization
  (i) Number and skill of employees
  (ii) Food preparation facilities

(f) Labour cost in relation to purchase of convenience foods

(g) Storage facilities, dry and refrigerated

(h) Frequency of purchasing and deliveries

(i) Food inventory

(j) Number of people being fed

(k) Keeping quality of food

Resources

American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

5. STEPS IN FOOD PURCHASING PROCEDURE

(a) Requisition provides specifications submitted from person in charge of food service to institutional purchasing agent
  (i) Quantity
  (ii) Unit: weight, volume
  (iii) Name of commodity, form of packaging
  (iv) Quality: grade, variety
  (v) Delivery date

(b) Quotation Request, a form with definite specifications sent in writing to vendors to obtain prices in writing

(c) Selection of vendor determined by information supplied on returned Quotation Request, vendor quoting lowest price consistent with desired specifications is usually awarded the contract

(d) Placing of order to vendor by telephone, directly to salesman, in writing on a purchase order form

(e) Receiving
  (i) Items delivered checked against purchase order
  (ii) Items delivered checked against vendor's invoice or delivery slip to ensure goods described have been delivered

Note: Purchasing procedure varies according to policy of institution

Resources

Books

West and Wood, Food Service in Institutions, 3rd edition, (John Wiley and Sons) General Publishing Co. Ltd.

Kotchevar, Lendal H., Quantity Food Purchasing, McCutcheon Publishing Corporation, 2526 Grove Street, Berkeley, California 94704

American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

Ontario Hospital Association, Ontario Dietetic Association, Correspondence Course for Food Supervisors, Ontario Hospital Association, 24 Ferrand Drive, Don Mills, Ontario

Canada Department of Agriculture, Buy by Grade, Pamphlet, Canada Department of Agriculture, Consumer Section, Marketing Service

Canada Department of Agriculture, Food Grading in Canada, Pamphlet, Canada Department of Agriculture, Consumer Section, Production and Marketing Branch

HYGIENE AND SANITATION

Aim: To develop an understanding of the principles of sanitation and an appreciation of the importance of applying these principles in food handling

1. FOOD CONTAMINATION

(a) How micro-organisms grow and multiply

(b) Food borne infections: the organism, mode of transmission, foods implicated and preventive measures for the following diseases - brucellosis, colds, salmonellosis, streptococcal (scarlet fever, septic sore throat), tuberculosis, typhoid, parasitic dysentery, trichinosis

(c) Food poisonings and intoxication: the organism, mode of transmission, foods implicated and preventive measures for the following:
  (i) Bacterial: staphylococci, botulism
  (ii) Chemical: arsenic, lead, cyanide

(d) Food spoilage: the action of yeasts, moulds and bacteria on food to change the chemical composition and acceptability of the food

(e) Rules for prevention of food contamination and bacterial growth

Resources

West, B.B., and Wood, L., Food Service in Institutions (John Wiley and Sons) General Publishing Co. Ltd.

Stauffer, Lee D., Hospitals, Journal, American Hospital Association, 5 articles commencing July 16, 1964, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois.

2. FOOD STORAGE

(a) Dry storage
  (i) Physical facilities of area: dry, cool, well lighted, well ventilated
  (ii) Physical storing facilities: metal shelving, skids
  (iii) Inspection of food before storage for: broken packages, damaged cans, insect infestation
  (iv) Systematic storage and proper labelling of all food items: cleaning equipment
  (v) Stock rotation
  (vi) Separate storage for all non-food items: cleaning equipment, paper, laundry, personal clothing
  (vii) Housekeeping
  (viii) Security measures and inventory control

(b) Refrigerated storage
  (i) Principles of refrigeration
  (ii) Determination of space required: use of reach-in and walk-in; open shelves, angle slides (equipment)
  (iii) Physical facilities: types of flooring, walls, ceilings; location of compressor, lighting

(iv) Necessary controls of temperature to meet storage requirements for various foods; use of thermometers and location
(v) Use of mobile shelving
(vi) Inventory and security practices: potential sanitation hazard of unauthorized personnel in this area

Resources

Stauffer, Lee D., Hospitals, Journal, American Hospital Association, 5 articles commencing July 16, 1964, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

3. FOOD HANDLING

(a) High standards of personal hygiene

(b) High standards of sanitation for all units which contact food: table tops, utensils, storage and serving pans

(c) Proper methods of receiving, storing, preparing, and serving food to maintain high standards of sanitation

Resources

Richardson, Treva, A Training Course in Sanitation for Food Service Workers, 1959, Domestic Engineering Co., 1801 South Prairie Avenue, Chicago, Illinois

Stauffer, Lee D., Hospitals, Journal, American Hospital Association, 5 articles commencing July 16, 1964, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

United States Department of Health, Education and Welfare, Sanitary Food Service Instructor's Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

4. PERSONAL HYGIENE

The purpose of this section is to emphasize the relationship between good personal hygiene and positive health, and to promote continuing interest in good health habits and sanitation for the group

(a) Personal cleanliness
  (i) The need for daily bathing, clean underclothing, use of deodorants, care of the hair
  (ii) Oral hygiene: care and cleaning of teeth
  (iii) Care of hands: appearance and length of nails, use of nail polish; control of open sores, cuts
  (iv) Care of feet; proper shoes, stockings, care of blisters, cuts

(b) Personal appearance
  (i) Use of jewellery
  (ii) Uniforms: the regularity of change; fit
  (iii) Hair: neatly combed, clean, covered
  (iv) Feet: shoes clean, stockings

(c) Relation of personal sanitation to production of sanitary food
  (i) Hand washing: controls infection arising from body wastes, nose, throat, and hair contamination
  (ii) Smoking: increases possibility of oral infection
  (iii) Improper shoes and stockings: increased possibility of food infection amongst staff
  (iv) Result of food handling with open sores on hands, arms, face, neck

(d) Need for pre-employment medical examination
  (i) The use of stool cultures and chest X-rays to ensure against carriers of pathological bacteria
  (ii) The use of a personal history and general medical to ensure healthy staff

(e) Need for continuing medical program

Resources

Richardson, Treva, A Training Course in Sanitation for Food Service Workers, 1959, Domestic Engineering Co., 1801 South Prairie Avenue, Chicago, Illinois

United States Department of Health, Education and Welfare, Sanitary Food Service, Instructor's Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

5. DISH WASHING AND HANDLING

(a) Temperatures
  (i) Importance of temperature in various stages of procedure; the accepted temperature for pre-rinse, wash, and final rinse; the reasons for each; the time temperature relationship for bacterial destruction
  (ii) Manual dish washing: the equipment and procedure necessary for manual washing of dishes; the use of sterilizing compounds in the rinse tank
  (iii) Auxiliary equipment in mechanical operation; the need for and use of boosters on the rinse line; the use and action of wetting agents on the rinse line

(b) Water hardness
  (i) Degrees of water hardness, and salts causing this condition
  (ii) Effect of water hardness on detergent consumption, and appearance of tableware
  (iii) Use of water softeners

(c) Water pressure: the effect of extremes in water pressure in removing soil and sanitizing dishes

(d) Detergents and sanitizing agents
  (i) Definitions: soaps, detergents, wetting agents, sterilizing compounds
  (ii) The role of each in dish-washing procedures
  (iii) Additives to detergents to counteract water hardness

(iv) Practical application of mathematics of detergents; the cost of washing dishes; the capacity of sinks, dish tanks, mop pails where detergent requirement is indicated in oz/gal

(e) Dish handling
- (i) Pre-scraping, sorting, and soaking
- (ii) Methods of racking dishes for efficient washing
- (iii) Procedure for prevention of contamination of clean dishes
- (iv) Procedures for drying, transporting, and storing dishes
- (v) Checking and discarding damaged dishes
- (vi) Care required in handling cutlery and glass
- (vii) Special considerations for nourishment dishes, patient's water glasses and jugs

(f) Isolation technique: special procedures required for processing eating utensils for isolated patients; use of paper equipment

(g) Pot washing: the need for same care as in sanitizing eating utensils
- (i) Correct procedure for washing, drying, and storing pots, pans, and utensils
- (ii) Types of equipment and size of operation to which each is suited; sink unit; sink unit with agitator (need for 3 compartments); mechanical equipment

(h) Dish swabs and bacterial count
- (i) Use of this procedure as a safe guard
- (ii) Value of bacteria swabs in other areas of kitchen
- (iii) Departments which can perform this service

Resources

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons Incorporated) General Publishing Co. Ltd.

U.S. Department of Health, Education and Welfare, Sanitary Food Service, Instructor's Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.

Statutes of Ontario Public Health Act - Regulation #506

6. PLANT SANITATION

(a) Removal of dirt; compounds and their action in dirt removal by solution, emulsion and abrasion

The procedure and type of compound used for cleaning the following surfaces:
- (i) Metal: aluminum, stainless steel, galvanized iron, chrome
- (ii) Floors: linoleum, wood, asphalt, rubber, vinyl tile, quarry tile, terrazzo, concrete
- (iii) Walls: painted, plaster, glazed ceramic tile, structural glazed tile
- (iv) Ceilings: plaster, asbestos tile

(b) Removal of stains: compounds and their action in stain removal by oxidation, reduction and abrasion

The procedure and type of compound used for removing stains from the following:

(i) Stainless steel: tableware, utensils, tea pots, soup bowls, other equipment
(ii) Aluminum
(iii) China
(iv) Plastic
(v) Trays
(vi) Table tops

(c) Planning for cleaning procedures

(i) Preparation of a cleaning schedule and inspection records
(ii) Regularity of cleaning: cooking, preparation and serving equipment; store room; refrigerators; floors; walls, ceiling; hoods and filters; vertical tray shaft; garbage storage area
(iii) Need for reliance on engineering staff
(iv) Prevention of excessive use of cleaning compounds
(v) Instruction in determination of cost of cleaning supplies per unit of work

(d) Care and storage of equipment and supplies

(i) Cleaning and storing of: mops, scrub brushes, cleaning cloths, mechanical scrubbing equipment, cleaning compounds
(ii) Need for separate storage from food or chemicals in specific, well marked containers

(e) Wash room and locker facilities

(i) General appearance
(ii) Location and cleanliness of toilet, wash basin and mirror
(iii) Use of well maintained soap dispensers
(iv) Use of paper towels or hand dryers
(v) Need for shower facilities

(f) Rodent and insect control

(i) Results of rodent and insect infestation in damage to property and in transmittal of disease
(ii) Prevention of infestation: by plant sanitation and good housekeeping - availability and condition of screens, control of garbage storage and disposal, cleanliness of loading platform; purchase of supplies from sanitary sources; utilization of Health Inspectors
(iii) Control of infestation: use of insecticides and poisons and the role of the pest control operator

(g) Lighting

(i) Need for good lighting throughout with emphasis in the dish-and pot-washing areas, and food service areas
(ii) Candle power required and factors affecting illumination
(iii) Types of lights used in food service areas
(iv) Method and regularity of cleaning

(h) Ventilation
- (i) Need for good ventilation: comfort of workers; expulsion of cooking odours
- (ii) Types of ventilating systems: fans, exhaust ducts, open windows
- (iii) Sanitary and safety precautions: use of filtered air; use of and regular cleaning of air filters; elimination of open fans

(i) Relationship of good housekeeping to fire prevention
- (i) Cleaning of air filters
- (ii) Storage of inflammable chemicals
- (iii) Cleaning of stoves and fryers
- (iv) Storage of soiled laundry and cleaning cloths
- (v) Condition of traffic aisles and exits

Resources

Clawson, Augusta H., Equipment Maintenance Manual, (Ahrens Publishing Company) General Publishing Co. Ltd.

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

7. GARBAGE DISPOSAL

(a) Control of waste in the kitchen
- (i) Need for garbage cans with tight-fitting lids, sorting of wet and dry garbage, can dollies
- (ii) The use of plastic cans and plastic liners; the possible hazards involved

(b) Garbage-holding unit
- (i) Frequency of garbage removal from kitchen
- (ii) Use of refrigerated and non-refrigerated storage
- (iii) Frequency of garbage removal from storage area

(c) Disposal of waste
- (i) Incinerator
- (ii) Disposal units
- (iii) Removal from premises

(d) Cleaning of garbage cans and storage area
- (i) Equipment and procedure for cleaning and sanitizing garbage cans; frequency of cleaning
- (ii) Need for clean storage area and regular inspection of the area
- (iii) The role staff training plays in proper maintenance of garbage area and equipment

8. GREASE TRAPS

(a) Explanation of the use and construction of grease traps

(b) Method of cleaning

(c) Use of enzymes to eliminate need for internal cleaning

9. GOVERNMENT PROTECTIVE LEGISLATION

(a) Public Health Act: Ontario Statutes
  (i) Regulation #506; eating establishments - control on construction, equipment, maintenance, personnel, sanitary facilities, cleansing and storage of utensils, inspection
  (ii) Regulation #516: meat inspection
  (iii) Regulation #513: milk pasteurization

(b) Public Hospitals Act: Ontario Statutes
  Regulation providing for personnel chest x-rays

(c) Act to provide for Inspection of Meat for Human Consumption: Ontario Statutes
  Inspection of meat, slaughtering of animals, licensing of operator, sale of meat

(d) Canada Agricultural Products Standards Act
  (i) Dressed and eviscerated poultry
  (ii) Shell eggs
  (iii) Processed fruits and vegetables

(e) Fruit, Vegetable and Honey Act: Regulations

(f) Meat and Canned Food Act: Regulations
  (i) Chapter 177, Processed Fruits and Vegetables

Regulations under the Acts in (d), (e), and (f) establish grades, standards, and inspections

(g) Meat Inspection Act: Regulations

(h) Food and Drug Act: Part 11 - Foods
  Established composition of various foods, controls poisonous substances and limits preservatives

(i) Animal Contagious Diseases Act:
  Regulation #515: The feeding of swine

MENU PLANNING

Aims: To learn the essential information required in the planning of menus for quantity food service

To develop an appreciation of the importance of good menu planning as the basis in providing nutritionally adequate and enjoyable meals

1. INTRODUCTION

(a) Definitions such as: menu, master menu, cycle menu

(b) Purpose of menu planning

2. PREREQUISITES OF MENU PLANNING

(a) Attributes of the menu planner: knowledge of food and nutrition, imagination, interest in people and food, artistic flair

(b) Tools of menu planning
- (i) Previous menus
- (ii) Recipe file
- (iii) Menu suggestion lists
- (iv) List of available food items
- (v) Professional and trade journals
- (vi) Inventory of foods on hand

(c) Time and place for menu planning

3. BASIC FACTORS OF MENU PLANNING

(a) Basic knowledge of food and nutrition

(b) Knowledge of patrons such as: local food habits, age, sex, nationality, race, religion

(c) Budget: type of institution, planning the menu within the limits of the funds available

(d) Foods available
- (i) Seasonal variation
- (ii) Proximity to source of food supply
- (iii) Frequency of delivery
- (iv) Storage facilities: dry and refrigerated

(e) Equipment available
- (i) Food production equipment
- (ii) Food service equipment

(f) Personnel available
- (i) Skills
- (ii) Number

4. KINDS OF MENUS

(a) Master menu
  (i) Description, format
  (ii) Use
  (iii) Inclusion of house diets such as: full, soft, fluid, and clear fluid

(b) Cycle menu
  (i) Description, format, length of cycle
  (ii) Use
  (iii) Advantages and disadvantages

(c) Selective menu
  (i) Description, format, extent of choices to be offered
  (ii) Use
  (iii) Advantages and disadvantages

5. SELECTION OF FOODS

(a) Combination of food according to: texture, colour, temperature, flavour, shape and form

(b) Special holidays

(c) Variety in food preparation

(d) Balanced use of expensive and less expensive foods

6. MENU PLANNING PROCEDURE

(a) Participants in menu planning

(b) Time of menu planning
  Advantages of advance planning

(c) Sequence of basic menu planning
  (i) Meats or other entrée for each day
  (ii) Soups, vegetables, salads, and potatoes
  (iii) Desserts
  (iv) Accompaniments
  (v) Breakfast items
  (vi) Check for nutritional adequacy according to Canada's Food Guide
  (vii) Check for food combination

(d) Review of menu with employees
  Use of menu conference

7. EVALUATION OF MENU

(a) Patron satisfaction, comments, plate waste

(b) Ease of preparation, utilization of equipment and staff

(c) Cost

Resources

(a) Books

American Dietetic Association
American Hospital Association
Hospital Food Service Manual, American Dietetic Association, 1600 - 20th St. N.W., Washington, D.C.

Fowler and West, Food for Fifty, General Publishing Co. Ltd.

Stanley and Kline, Foods, Their Selection and Preparation, Ginn and Company

West and Wood, Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

(b) Current Publications

Institutions Magazine, Domestic Engineering Co., 1801 South Prairie Avenue, Chicago 16, Illinois

Hospitals, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

NUTRITION

Aims: To develop some understanding of the role of nutrition in achieving and maintaining good health

To develop understanding of the essential information which will be required in the planning of meals for individuals of varying age groups, socio-economic backgrounds and conditions of health

To appreciate the involvement of the individual in community and world health

1. INTRODUCTION

(a) Brief history of science of nutrition

(b) Importance of nutrition to:
- (i) The individual
- (ii) The food supervisor
- (iii) Community and world health

2. FUNCTIONS AND METABOLISM OF FOOD

(a) Functions
- (i) Physical: energy and heat, building and repair, regulation and protection
- (ii) Psychological: pleasure and enjoyment

(b) Metabolism
- (i) Basal metabolic rate
- (ii) Energy requirements
- (iii) Definition of a calorie

3. NUTRITIONAL REQUIREMENTS

(a) Canada's Food Guide

(b) Recommended Daily Allowance

(c) Canadian Dietary Standard

4. NUTRIENTS

(a) Definition

(b) Specific description of each nutrient to include:
- (i) Chemical composition
- (ii) Functions
- (iii) Sources, with emphasis on best sources
- (iv) Recommended daily allowance; results of excessive or insufficient intakes

5. DIGESTION AND ABSORPTION

(a) Digestion
  (i) The digestive system: description with diagram
  (ii) Functions of each part of digestive system: mechanical; chemical, including enzymatic action, where, when and how each nutrient is digested and the end products of digestion

(b) Absorption and storage of nutrients: where, when and how each nutrient is absorbed and stored

(c) Factors affecting digestion
  (i) Environmental: familiarity of surroundings, emotional state, physical health
  (ii) Mechanical: manner in which food is prepared, eating habits, condition of teeth
  (iii) Chemical: sensitivity to some foods

6. NUTRITION OF THE LIFE CYCLE

(a) Nutrition in pregnancy and lactation
  (i) Importance of adequate nutrition for the mother and child
  (ii) Reasons for increased nutritional requirements
  (iii) Danger of excessive food intake and weight gain

(b) Infant nutrition
  (i) Nutritional state of newborn
  (ii) Rate of growth and development
  (iii) Nutritional requirements; results of inadequate intake; preventive measures

(c) Childhood nutrition
  (i) Need for proper nutrition
  (ii) Nutritional requirements, Canada's Food Guide, Canadian Dietary Standard
  (iii) Development of good eating habits and methods of food selection
  (iv) Factors which influence eating habits: psychological, environmental
  (v) Results of poor eating habits: overweight, excessive intake of certain foods, inadequate intake of essential nutrients
  (vi) Suggestions for feeding children in hospital

(d) Adolescent Nutrition
  (i) Need for proper nutrition
  (ii) Nutritional requirements, Canada's Food Guide, Canadian Dietary Standard
  (iii) Development of good eating habits and methods of food selection
  (iv) Factors which influence eating habits: psychological, environmental
  (v) Analysis of common food fads and fallacies
  (vi) Survey of recent studies of teen-age nutrition

(e) Adult nutrition
  (i) Need for proper nutrition
  (ii) Nutritional requirements, Canada's Food Guide, Canadian Dietary Standard
  (iii) Development of good eating habits and methods of food selection
  (iv) Factors which influence eating habits: psychological, environmental
  (v) Analysis of common food fads and fallacies

(f) Nutrition in geriatrics
  (i) Need for proper nutrition
  (ii) Modifications of normal diet because of physiological changes such as lowered metabolic rate
  (iii) Food habits of older people
  (iv) Factors affecting food habits: physiological, environmental, economic
  (v) Planning adequate meals for elderly persons

7. FOOD HABITS OF CULTURAL GROUPS

(a) Brief survey of food habits and dietary restrictions of various ethnic groups

(b) Prevalence of nutritive deficiencies

(c) Progress in solution of nutritional problems of ethnic groups

8. PUBLIC HEALTH NUTRITION AND EDUCATION

(a) Survey of existing public health organization at various levels: international, federal, provincial, municipal

(b) Public health legislation: Public Health Act, Food and Drug Act

(c) Role of Food and Drug Directorate in regulation of food additives

Bibliography

Brown and Robertson, The Normal Child, Harlequin Books, Montreal, 1963

Deutsch, R. M., The Nuts Among the Berries, Ballantyne Books, New York

Hiltz, M., Fundamental Nutrition in Health and Disease, Macmillan 1961

Krause, M. V., Food, Nutrition and Diet Therapy, (W. B. Saunders) 3rd. ed. McAinsh, Toronto

Martin, E. A., Nutrition in Action, Holt, Rinehart and Winston

Mowrey, L., Basic Nutrition and Diet Therapy for Nurses, (C. V. Mosby Co.) McAinsh, Toronto

Robertson, E. C., Nutrition for To-Day, McClelland and Stewart Ltd., Toronto

Simoons, Eat Not This Flesh, University of Wisconsin

Current Publications

Nutrition Division, Department of National Health and Welfare, Canadian Nutrition Notes.

Charts

Local Milk Foundation or Milk Foundation of Canada, 2 Thorncliffe Park Drive, Toronto 17, Catalogue of Educational Materials **(Prices Listed)**

National Livestock and Meat Board, 36 Wabash Avenue, Room 700, Chicago 3, Illinois, Food Value Charts

Films

Ontario Department of Health, Information and Publicity Branch, Room 5424, East Block, Parliament Buildings, Toronto 5, Ontario.	Balance Your Diet for Health and Appearance Mystery in the Kitchen Food For Freddy
Canadian Film Institute, 1762 Carling Avenue, Ottawa, Ontario.	It's All in Knowing How
Sovereign Films Distributors, 277 Victoria Street, Toronto, Ontario.	Digestion In Our Bodies Nutritional Needs of Our Bodies

RECORDS PERTAINING TO COST CONTROL

Complete and accurate records are basic requirements for scientific cost control. The number and type of records are determined by the policy of the institution.

Aims: To promote understanding of the importance of keeping accurate records which are used for efficient management

To develop skill in keeping and interpreting records

To foster respect for the confidential nature of records

1. FACTORS DETERMINING VALUE OF RECORD

(a) Availability

(b) Accuracy

(c) Promptness of notation

(d) Current usefulness

2. TYPES OF RECORDS

(a) Daily meal census
- (i) Purpose: to record number of people fed
- (ii) Classification, including patients on regular and modified diets, infant formulae, paying and non-paying employees, guests
- (iii) Use: purchase of food, calculation of meal cost

(b) Daily food requisition
- (i) Purpose: to obtain daily food requirement for each area of food preparation and service
- (ii) Classification: storeroom, kitchen stores, refrigerators
- (iii) Use: to compile daily raw food consumption
  to compile daily raw food cost
  to control food supplies

(c) Daily raw food consumption report
- (i) Purpose: to record the quantity in unit weight or measure of food commodities consumed
- (ii) Source: daily food requisitions
- (iii) Use: to calculate average daily consumption per person
  to calculate daily cost of raw food

(d) Daily food cost report
- (i) Purpose: to summarize the cost of food items used during the day
- (ii) Source: extended daily food requisitions
- (iii) Use: to compile monthly food report

(e) Monthly food report
  (i) Purpose: to record number of meals served
  to record total consumption and cost
  to record the average consumption and cost per day
  (ii) Source: meal census
  daily raw food consumption report
  daily food cost report
  (iii) Use: cost and consumption control

(f) Receiving records
  (i) Purpose: to check goods on delivery against specifications laid down on purchase order
  (ii) Classification: invoice, delivery slip
  (iii) Use: to record goods received and by whom

(g) Food inventories
  (i) Purpose: to provide an accurate and instant knowledge of goods on hand
  (ii) Classification: physical, perpetual
  (iii) Sources: invoices, delivery slips, daily food requisitions
  (iv) Use: to facilitate purchasing
  to prevent overstocking, waste and theft

Resources

(a) Books

American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

Kotschevar, Lendal H., Quantity Food Purchasing, McCutcheon Publishing Corporation, 2526 Grove Street, Berkeley, California 94704, U.S.A.

West and Wood, Food Service in Institutions, 3rd edition (John Wiley and Sons) General Publishing Co. Ltd.

(b) Current Publications

The Modern Hospital Magazine July 1952, The Modern Hospital Publishing Company, Incorporated, 919 North Michigan Avenue, Chicago 11, Illinois

SAFETY

Aims: To become aware of the vital importance of safe practices

To develop a sense of responsibility to investigate, analyze and correct unsafe practices

1. SAFETY TRAINING

   (a) Motivation
      (i) The need for correct attitude of supervisor
      (ii) A knowledge of the safety program in the institution and department

   (b) Staff training programs
      (i) Operation of equipment
      (ii) Principles of bending and lifting
      (iii) Procedures such as: storing linen and cleaning compounds; parking trucks and other mobile equipment

2. FIRE PROGRAM

   (a) Causes of fire
      (i) Matches and smoking: smoking areas not well defined or adhered to; ash trays poorly constructed or missing; staff taking unscheduled smoke breaks
      (ii) Electrical appliances and wiring: lack of inspection, lack of training in use of equipment, poorly scheduled cleaning and maintenance program
      (iii) Spontaneous combustion: poor housekeeping, poor control and storage of combustible supplies

   (b) Prevention of fire
      (i) Construction of building
      (ii) Establishment of program to control general causes
      (iii) Training of staff

   (c) Control of fire
      (i) Types of fire alarm systems
      (ii) Types and use of fire extinguishers
      (iii) Location of fire extinguishers and blankets
      (iv) Emergency program and drill: saving of life through sealing off of elevators and other shafts, closing down ventilating systems, closing windows and doors; training and drills

3. HEALTH PROGRAM

   The relation of the knowledge of hygiene and sanitation to the safety of the individual and the group

4. EQUIPMENT

   (a) Availability: the importance of having the correct equipment to prevent back strain, scalds

(b) Location
- (i) Proper storage of trucks, knives, and other equipment when not in use
- (ii) Lighting over power equipment
- (iii) Easy access for cleaning

(c) Construction
- (i) Rounded corners
- (ii) Swivel casters and brake on mobile equipment
- (iii) Size and weight of mobile equipment
- (iv) Safety valve on steamers, kettles, coffee urns
- (v) Guards on slicers, choppers
- (vi) Ease of dismantling

(d) Staff training: the need for teaching safe practices, at the same time as teaching the job
- (i) Cooking facilities - safe practices: boil overs, location of pot handles, handling of hot pans, uncovering cooking foods, use of steam, use of gas
- (ii) Coffee urns: use of safe platforms, use of spigot
- (iii) Power machinery: handling by authorized personnel only, use of guards, use of ramps, power off when not in use, plug out when being cleaned, prohibited use of hose for cleaning
- (iv) Pressure cooking: releasing pressure before uncovering, inspection of gauges, condition of relief valve
- (v) Cutting tools: proper washing and storage of knives, maintaining sharp cutting edges, correct use and storage of cutting boards
- (vi) China and glassware: washing, discarding of broken or chipped, storage

(e) Materials
- (i) Non-toxic metals
- (ii) Non-skid floor
- (iii) Properly seasoned cutting boards

5. <u>HOUSEKEEPING</u>

(a) Floors
- (i) Proper method of cleaning (one side at a time)
- (ii) Immediate cleaning of spilled food
- (iii) Use of warning signs

(b) Doorways
- (i) Condition of exit doors and area
- (ii) Method of moving equipment through swinging doors

(c) Supplies
- (i) Proper storage of cleaning supplies
- (ii) Proper labelling

(d) Training
- (i) To be tidy
- (ii) To be watchful
- (iii) To report

6. ELEMENTS OF HAZARD

(a) Lifting: the right and wrong way to lift; the result of bad lifting technique

(b) Sharp utensils: correct washing and storage of knives

(c) Falls: slippery floors: too large loads; lighting; stairs; door thresholds; ladders; stools

(d) Haste

(e) Lack of awareness: need for training

(f) Personal condition: fatigue, inattention, poor eyesight, carelessness

(g) Poor equipment: pot holders, oven gloves, broken ladles, spoons, etc.

(h) Physical plant:
- (i) Blind corners
- (ii) Cross traffic
- (iii) Irregular floors
- (iv) Wrong way doors
- (v) Poorly located equipment
- (vi) Refrigerators: floors and doors

(i) Clothing
- (i) Incorrect shoes and uniforms
- (ii) Storage of outside clothing and purses

(j) Improper use of power by unprepared worker

7. ACCIDENT REPORTS AND FORMS

(a) Internal

(b) Workmen's Compensation Board
- (i) Forms, regulations
- (ii) Understanding of how this functions

8. ACCIDENT CONTROL CHECK LIST

Resources

American Hospital Association, Safety Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

Local Fire Department

SUPERVISION

Aim: To introduce the pupil to the basic management techniques and to develop an understanding of these techniques.

1. INTRODUCTION

(a) Role of the Supervisor
- (i) Material to be covered, scope and importance of the course
- (ii) Role (place) of the dietary supervisor in relation to higher management and employees
- (iii) Role (place) of the dietary supervisor in the food service industry as a whole

(b) Types of Supervisors
- (i) Autocratic
- (ii) Laissez-faire or "free rein"
- (iii) Democratic

(c) Attributes of a Supervisor
- (i) Knowledge of employees' duties
- (ii) Knowledge of scope of his authority and responsibility
- (iii) Skill in planning
- (iv) Skill in instructing
- (v) Skill in leadership, including human relations aspects, ability to cope with problems, etc.

2. TECHNIQUES OF SUPERVISION

(a) Complete knowledge of employees' duties
- (i) Job description: definition, information needed to write job description, steps in preparing job description
- (ii) Technical knowledge: amount needed by supervisor

(b) Complete knowledge and scope of authority and responsibility
- (i) Organization of institution or place of employment
- (ii) Operational policies of institution or place of employment
- (iii) Understanding of own responsibilities

(c) Skill in planning
- (i) Definition of planning
- (ii) Benefits of planning
- (iii) How to plan work: supervisor's; employees', such as work schedules, time sheets
- (iv) Work simplification: Definition
  Objectives and benefits
  Major obstacles
  Steps: selection of the job; record of details by means of job breakdown, work sampling, flow process chart, flow diagram, operation chart; job analysis; development of job improvements; installation of new methods

(d) Skill in Instruction

(i) Job instruction training: Definition
4 Step method -
Preparation of employee for instruction
Presentation of the jobs
Tryout performance
Follow up

(ii) In-service education: Importance of staff training programs
Organization of staff training programs
Staff conferences - how to hold a conference
Planning and use of procedure manuals

(iii) Techniques of individual supervision: How to give instructions, written and oral
Points to remember: manner, circumstances, written instructions, indication for written orders

(e) Skill in leadership

(i) Essential qualities of an effective leader, including the human relations aspect and how to develop them: intelligence, integrity, loyalty, fairness, forcefulness, judgement, kindness, knowledge of work, health, ability to co-operate

(ii) How to develop essential leadership qualities

(iii) Principles of job relation training, illustrating the need for planning, organizing, integrating and measuring

(iv) How to counsel problem employees

3. <u>EMPLOYEE RECRUITMENT, SELECTION AND ORIENTATION</u>

(a) Recruitment

(i) Need for recruitment program

(ii) Sources of employees: personal contact, newspaper advertisement, employment agencies, schools

(iii) Application forms: format, job description, necessary detail

(iv) Job specification

(b) Selection

(i) Preliminary interview: screening, purpose, procedure, necessary data, responsibility of interviewer, responsibility of applicant, use of tests to determine suitability, evaluation

(ii) The interview: purpose, procedure, necessary date, responsibility of interviewer, responsibility of applicant, evaluation

(c) Orientation
- (i) Introduction to place of employment (brief history)
- (ii) Explanation of procedures and policies, employees' handbook
- (iii) Tour
- (iv) Introduction to fellow employees, supervisors, and work area
- (v) Review of job description
- (vi) Review of job instruction, techniques

(d) Termination of Employment
- (i) Procedure
- (ii) Reasons

(e) Organization of a Personnel Program
- (i) Definition of personnel policies
- (ii) Scope of personnel policies
- (iii) Fringe benefits: Workmen's Compensation Board, Ontario Hospital Services Commission, Pension Plan, etc.
- (iv) Necessary employee records

(f) Labour Relations
- (i) Act and Regulations
- (ii) Union organization
- (iii) Role of supervisor
- (iv) Relationship with union steward
- (v) Collective bargaining
- (vi) Grievance procedure and collective agreement

4. APPLICATION OF TECHNIQUES

Workshops at intervals throughout the course are suggested as practical demonstrations using case histories.

Resources

(a) Books

Uris, Auren, How to be a Successful Leader, McGraw-Hill of Canada

Bittel, Lester R., What Every Supervisor Should Know, McGraw-Hill of Canada

Cooper, Alfred M., How to Supervise People, McGraw-Hill of Canada

West and Wood, Food Service in Institutions, (John Wiley and Sons) General Publishing Co., Toronto

(b) Canadian Hospital, Journal of the Canadian Hospital Association, May, 1962, January, 1963, Canadian Hospital Association, 25 Imperial Street, Toronto 7

Journal of the American Dietetic Association, June, 1961, February, 1963, American Dietetic Association, 1600 - 20th St. N.W., Washington, D.C.

Institutions, Ritchley, John A., Communications: The Art of Giving 'the Word'

Hospital Progress, March, 1962, Vol. 43, No. 3

(c) Films

The Supervisor as a Leader, Parts I and II, 14 min. each
Metropolitan Film Library, 220 College Street, Toronto, Ontario

Stephan Banner Supervisor, 45 min., Metropolitan Film Library, 220 College Street, Toronto, Ontario

How to Train, 90 min., Standard Brands, 672 Dupont Street, Toronto, Ontario

How to Employ, 90 min., Standard Brands, 672 Dupont Street, Toronto, Ontario

Oral Communications, Standard Brands, 672 Dupont Street, Toronto Ontario

Increasing Employee Productivity, 90 min., Standard Brands, 672 Dupont Street, Toronto, Ontario

PART II

HOME ECONOMICS

SENIOR DIVISION

COURSE OF STUDY FOR GRADE II

CONTENTS

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HOME ECONOMICS

SENIOR DIVISION

DIETARY SUPERVISORS COURSE

INTRODUCTION

Allotment of Time and Organization

This course of study is divided into two sections. Section I is composed of Family Development with which a short course in Management is integrated. Section II covers Housing and Interior Design.

A single and a double period should be allotted each week, throughout the year, to Family Development. The facilities of a Foods and Nutrition room are necessary for this section of the course.

Two single periods or one double period should be allotted each week, throughout the year, to Housing and Interior Design. For this work the facilities of the Textiles and Clothing room are desirable but not essential.

In the suggested allotment of time to topics in the following outlines, the home economics prerequisite for entering the dietary supervisors' course has been taken into account.

Correlation with Other Subjects

The teacher of Family Development should be familiar with the courses of study in health and dietary subjects, especially in the area of supervision, and should emphasize the numerous interrelationships which exist.

Many basic principles developed in the Housing and Interior Design course should be taught as equally applicable to the home and the food service institution.

Bibliography

"Tr" following the titles of books listed in this publication is intended to indicate that such books are likely to prove more suitable references for the teacher than the pupil.

GRADE 11

Section 1

FAMILY DEVELOPMENT

Aims: To appreciate the importance of the family as the basic unit of society

To understand the prime importance of the family in the development of the personality of each individual

1. HISTORY OF HOME LIFE IN ONTARIO

Time allotment: the equivalent of approximately 6 single periods

(a) Survey of the history of home life in Ontario from pioneer to modern times by a study of the transition in:

(i) Housing: from log cabins and early rural and urban houses to modern

(ii) Equipment: from pioneer to modern heating, lighting, plumbing, cooking and laundry equipment

(iii) Furnishings: from pioneer and Victorian furnishings to modern

(iv) Food: from home production, preparation and preservation to industrialization of the food industry

(v) Textiles and clothing: from spinning, weaving, craft production (i.e., rugs, coverlets, and quilts) and clothing construction in the home to industrialization of the textile and clothing industries

(vi) Health: from conditions and practices related to health in pioneer times (i.e., home remedies, patent medicines, common diseases, accidents, mortality rates, rural medical care) to modern medical and community health services

(vii) Economics: from the high degree of economic self sufficiency of the pioneer family to increasing dependency on cash income; expanding income and wants of modern, affluent society

(viii) Education: from vocational education on the farm and in the home to training in schools

(ix) Religion: worship and teaching of ethics within and outside the home

(x) Recreation and community activities: barn and house raisings, bees, church socials, dances, fairs, family festivals, music, skating, sledding and ice-boating in pioneer times; modern family recreation and community activities

(xi) Roles of family members: changing roles of husband and father, wife and mother, children and adolescents, other relatives

Resources

(a) Albums and letters

(b) Books

Note: Such books as the following may be used for reference and supplementary reading. Most books listed are in print and all are commonly found in public or school libraries. The setting of some books is indicated in parenthesis.

Campbell, G., Thorn Apple Tree, (Williamstown), Collins, Belhaven House, Toronto.

Case, V., Applesauce Needs Sugar, (farm life, about 1900), Doubleday

Child, P., The Victorian House, Ryerson

Costain, T., Son of a Hundred Kings,(Hamish Hamilton), Collins

Craig, G.M., Early Travellers in the Canada, (1791-1867), Macmillan of Canada

Creighton, L., High Bright Buggy Wheels, McClelland and Stewart

Davies, R., At My Heart's Core, (play: Peterborough area), Clarke, Irwin

Fowke et al., Canada's Story in Song, Gage
Folk Songs of Canada, Waterloo Music Co.

French, M.P., Boughs Bend Over, (Iroquois), McClelland and Stewart or Macmillan of Canada

Gowans, A., Looking at Architecture in Canada, Oxford

Guillet, E.C., Pioneer Days in Upper Canada, University of Toronto Press

Kyte, E.C., Old Toronto, Macmillan of Canada

Hamil, F.C., Lake Erie Baron, (London - St. Thomas area), Macmillan of Canada
The Valley of the Lower Thames, University of Toronto Press

Hubbard, R.H., The Development of Canadian Art, Queen's Printer

Jamieson, A.B., Winter Studies and Summer Rambles, (1837), Nelson

Kennedy, D., Incidents of Pioneer Days, (Guelph and Bruce County)

Langton, A., A Gentlewoman in Upper Canada, Clarke, Irwin

Macrae and Adamson, The Ancestral Roof, Clarke, Irwin

Minhinnick, J., Early Furniture in Upper Canada Village, Ryerson

Moodie, S., Life in the Clearings, (Belleville, about 1850), McClelland and Stewart
Roughing it in the Bush, (Peterborough area 1832), McClelland and Stewart

Radcliff, J., Authentic Letters from Upper Canada, Macmillan of Canada

Reaman, G.E., Trail of the Black Walnut, (Kitchener and Niagara), McClelland and Stewart

Shaw, B., Laughter and Tears, (Georgian Bay), Exposition Press

Sissons, C.B., My Dearest Sophie, Ryerson

Slater, P., The Yellow Briar, (Toronto and Caledon Hills), Macmillan of Canada

Stevens, G., In a Canadian Attic, Ryerson

Spencer, A., Spinning and Weaving - Upper Canada Village, Ryerson

Symons, H.L., Playthings of Yesterday, Ryerson

Trail, C.P., The Backwoods of Canada, (Peterborough area 1830), McClelland and Stewart

(c) Films and Slides

Metropolitan Toronto Region Conservation Authority, Pioneer Village at Black Creek, Metropolitan Region Conservation Authority, Woodbridge, Ontario

(d) Heirlooms

(e) Historical societies

(f) Museums and pioneer villages

(i) Local
For locations see: Ontario History available from Ontario Department of Travel and Publicity, Parliament Buildings, Toronto.

(ii) Royal Ontario Museum, Toronto

(g) Newspapers

(h) Periodicals

Ontario Homes and Living

(i) Recordings of Canadian folk songs

Folkways FM4005

(j) Tape recordings of reminiscences of senior citizens

2. FUNCTIONS OF THE FAMILY

Time allotment: the equivalent of approximately 6 single periods

(a) Summary of the traditional functions of the family deduced from the preceding survey of the history of home life in Ontario: economic, educational, moral, religious, recreational, socializing function including the transmission of the culture to the young, moulding the personality of the young, meeting the needs of the family members for affection and emotional security

(b) Technological and social changes of 20th century affecting family life such as: industrialization, urbanization, improved standards of education, gainful employment of women, adoption of labour saving equipment, application of democratic principles in personal relationships, impact of mass media of communication, mobility, growth of the welfare services of institutions and government

(c) Modified functions of family reflecting technological and social changes

(i) Shift, in varying degrees, from the family to industry and institutions of the economic, educational, religious and recreational functions
(ii) Greater relative importance of socializing function

(d) Prime importance of family to personality development

(i) Need for affection and emotional security
(ii) Development of values
(iii) Training for, and acceptance of, masculine or feminine role

Resources

(a) Books

Allen, F.L., The Big Change, (Harper) Longmans Canada Tr.

Duvall, E.M., Family Development, Chapter 3, (Lippincott) McClelland and Stewart Tr.

Duvall, E.M., Family Living, Chapter 1, 19, Collier Macmillan

Gruenberg, S.M., The Encyclopedia of Child Care and Guidance, Doubleday Tr.
pages 675-682 (Mead, Family Life is Changing)
pages 683-692 (Spock, What We Know about the Development of Healthy Personalities)
pages 997-1005 (Swift, Character and Spiritual Values)

Ogburn and Nimkoff, Technology and the Changing Family, (Houghton Mifflin) Nelson Tr.

(b) Film

National Film Board, Canadian Profile, Roots of Happiness

3. FAMILY LIFE CYCLE

Time allotment: the equivalent of approximately 24 single periods

(a) Concept of the family life cycle as the universal sequence of family development, stages of the family life cycle, overlapping of stages

(b) Concept of the developmental task as applied to the individual and the family

(c) Beginning stage of family life cycle

(i) Analysis of problems of beginning stage
(ii) Deduction of developmental tasks of beginning stage

(d) Expanding stage of family life cycle

(i) Analysis of chief problems and deduction of chief developmental tasks of the expanding family with:
infant and preschool child
school age children
adolescents

(ii) Chief developmental tasks of children in:
infancy and preschool years
school years
adolescence

(iii) Principles involved in physical care of infants and young children

(e) Contracting stage of family life cycle

(i) Analysis of problems and deduction of developmental tasks of the family:
as a launching centre
in the middle years
in the later years

Resources

Concepts of the family life cycle and development task
Beginning stage of family life cycle

Books

Duvall, E.M., Family Development, Chapters 1, 2, 6 and 7, (Lippincott), McClelland and Stewart Tr.

Duvall, E.M., Family Living, Chapter 13, (Lippincott),McClelland and Stewart

Expanding stage of family life cycle

(a) Books

Duvall, E.M., Family Development, Chapters 8, 9, 10, 11, (Lippincott),McClelland and Stewart Tr.

Duvall, E.M., Family Living, Chapters 15, 16, 17, (Lippincott), McClelland and Stewart

Hawkes and Pease, Behavior and Development from 5 to 12, (Harper),Longmans Canada Tr.

Jenkins, G.G., et al., These Are Your Children, (Scott Foresman), Gage

(b) Current publications available from local health unit

Department of National Health and Welfare
Up The Years From One to Six
Child Training Series

Ontario Department of Health
The Early Years

(c) Films of the National Film Board

Are People Sheep?
Being Different
Children of Change
He Acts His Age
Family Circles
Four Families
From Sociable Six to Noisy Nine
From Ten to Twelve
Frustrating Fours to Fascinating Fives
Honest Truth
Making a Decision
Mother and Child
New Baby
Teens
Terrible Twos and Trusting Threes
Who is Sylvia?
Why Won't Tommy Eat?

(d) Observations of children; case studies

Contracting stage of family life cycle

(a) Books

Duvall, E.M., Family Development, Chapters 12, 13, 14, (Lippincott), McClelland and Stewart Tr.

(b) Film

National Film Board, The Yellow Leaf

4. FAMILY CUSTOMS IN OTHER COUNTRIES

Time allotment: the equivalent of approximately 2 single periods

(a) Difference in customs, with reference to countries of origin of New Canadian pupils

(b) Similarity of basic needs

(c) Roots of prejudice

Resources

(a) Book

Gruenberg, S.M., The Encyclopedia of Child Care and Guidance, pages 985-995, (Klineberg, The Roots of Prejudice), Doubleday Tr.

(b) Films

National Film Board, Four Families
High Wall
The Whole World Over
The Canadians
Ukrainian Christmas
Wedding Day

(c) Guest speakers

(d) Local societies of ethnic groups

5. PRINCIPLES OF MANAGEMENT

Time allotment: the equivalent of approximately 4 single periods

(a) Importance of management in modern family living

(b) Definitions and elaboration of terms
- (i) Values: sources (family traditions, religion, culture), conflict of values, priority of values
- (ii) Goals: present or future needs or wants; determination of goals considered in relation to values
- (iii) Resources: human, such as energy, intelligence, education, time; material, such as money, equipment, goods; community, such as schools, libraries, services
- (iv) Management: wise use of resources to attain goals

(c) Steps in the management process
- (i) Establishing the goal
- (ii) Developing the plan
  - Recognizing available choices
  - Collecting necessary information
  - Making and analyzing tentative plans
  - Choosing a plan in relation to the goal
- (iii) Implementing the plan
  - Recognizing the need for both control and flexibility
- (iv) Evaluating the plan
  - Accepting responsibility for the choice
  - Improving subsequent performance

Bibliography

Fitzsimmons and White, Management for You, (Lippincott), McClelland and Stewart

Goodyear and Klohr, Management for Effective Living, (Wiley), General Publishing Tr.

Starr, C., Management for Better Living, Copp Clark

6. MANAGEMENT OF TIME

Time allotment: the equivalent of approximately 6 single periods

(a) Steps in the time management process including such time studies as record of present expenditure of time, analysis and evaluation of the record

(b) Work simplification to save time and energy
  (i) Use of time and motion studies in industry to develop efficiency
  (ii) Application of some principles of industrial efficiency in the home
  (iii) Classes of change to save time and energy
    Body position
    Tools, equipment and work areas
    Raw material
    Production sequence
    Finished product
  (iv) Principles of work simplification
    Elimination
    Combination
    Rearrangement
    Simplification

Bibliography

Gilbreth, Thomas and Clymer, Management in the Home, Collier-Macmillan of Canada

Gross and Crandall, Management For Modern Families, Appleton-Century-Crofts, Inc., 440 Park Ave., S., New York, N. Y.,16. Tr.

Starr, C., Management for Better Living, Copp Clark

7. TIME MANAGEMENT APPLIED TO MEAL PREPARATION

This unit includes the preparation of a number of meals in which time management and the principles of work simplification are applied.

Time allotment: the equivalent of 14 single periods

(a) Goals: to provide appetizing, nutritious meals, following Canada's Food Guide that
  (i) fit an established food budget
  (ii) reduce time and energy

(b) Planning
  (i) Menu planning
  (ii) Shopping lists
  (iii) Work plan

(c) Implementing the plan
  (i) Application of the principles of work simplification
  (ii) Making maximum use of such resources as tools, labour-saving equipment and materials, knowledge and basic skills of food preparation

(d) Evaluation

Suggestions to guide the teacher in planning laboratory lessons

In many modern families the time allotted to meal preparation is short. This may be due to various reasons and especially the gainful employment of the homemaker.

In this unit of practical lessons, although the other goals of meal planning should not be neglected, emphasis should be placed on the principles of management that stress the saving of time and energy. When the need arises, the teacher should review the principles of cooking included in the course of study for the Intermediate grades.

The number and type of meals prepared by the pupils is left to the discretion of the teacher. Some suggestions which may be useful in planning laboratory classes are outlined below:

Use of ready to serve and quickly prepared food

Sample Menus

I	II
Soup	Fruit Juice
Broiled Fish and Tomatoes	Barbecued Chicken
Instant Mashed Potatoes	Canned or Frozen Vegetable
Salad	Salad
Instant Pudding	Rolls
Beverage	Fruit Cup
	Beverage

Effective use of time saving tools and equipment

Sample Menu

Swiss steak (pressure cooker)
Vegetables (pressure cooker)
Cole Slaw (sharp French knife)
Fruit Whip (electric mixer or blender)
Beverage

Effective use of a freezer when meal preparation time is short but advanced preparation time is possible.

Such foods as soups, main course dishes, pies, cakes, other desserts, cookies and yeast mixtures may be prepared in advance in large quantities, and frozen

Effective use of a fully automatic oven, with both time and temperature controls, for foods cooked at the same temperature, when meal preparation time is short but advanced preparation time is available.

Sample Menu

Meat Loaf
Scalloped Vegetable
Salad
Fruit Crisp
Beverage

Bibliography

Kinder, F., Meal Management, Collier-Macmillan Tr.

Seranna, A., Your Home Freezer, Doubleday

Wattie and Donaldson, Canadian Cook Book, Ryerson

Current Publications:
Ontario Department of Agriculture, Frozen Foods
Oven Meals

8. CONSUMER ECONOMICS

Time allotment: the equivalent of 16 single periods

(a) Steps in the money management process
(i) Establishing the goal in accord with a scale of values
(ii) Developing a plan
Recognition of available choices: weighing demands on income

Collecting necessary information: estimating the income from all sources, keeping a record of expenditure of money

Making and analyzing tentative plans: estimating fixed expenses, flexible expenses and savings

(iii) Implementing the plan
Keeping a record

(iv) Evaluating the plan
Evaluating the plan and merits of budgeting
Accepting responsibility for the choice
Improving subsequent performance

(b) Consumer credit and instalment buying
(i) Pattern of use and cost
(ii) Knowledge of contracts and penalties

(c) Advertising
Positive functions and weaknesses

(d) Validity, use and limitations of labels, guarantees and seals of approval

(e) Consumer protection
(i) Food and Drugs Act and regulations: protection in the fields of foods, drugs, cosmetics and medical devices.
(ii) Food inspection: roles of the federal and provincial Departments of Agriculture, Department of Fisheries, Food and Drugs Directorate and of the municipalities
(iii) Work of Consumers Association of Canada
(iv) Role of Better Business Bureaus

(f) Responsibility of consumers to use such objective information about goods and services as that provided by consumer groups, government and industry; the influence exerted by the consumer in the market

Bibliography

Fitzsimmons and White, Management for You, (Lippincott), McClelland and Stewart

Toelstrup, A. W., Consumer Problems and Personal Finance, McGraw-Hill Tr.

Wilhelms and Heimert, Consumer Economics, (Gregg), McGraw-Hill Tr.

Note: Information pertaining to the Acts may be obtained from:
The Queen's Printer,
Ottawa

9. MONEY MANAGEMENT APPLIED TO MEAL PREPARATION

This unit includes the preparation of a number of meals, in which the principles of money management are applied.

Time allotment: the equivalent of approximately 12 single periods

(a) Goals: through the use of Canada's Food Guide, to provide appetizing and nutritious meals which fit into set limits as to the use of time and energy and an established food budget.

(b) Some factors which influence the family food budget: income, size of family, age of family members, fixed expenses other than food, value placed on food, appreciation of relationship between food and health, knowledge of food and cooking skills of the homemaker, time available for meal preparation, food likes and dislikes, food fads

(c) Some factors in reducing food costs
  (i) Using food knowledge and cooking skills
  (ii) Planning menus which follow Canada's Food Guide, using the less expensive foods in each food group
  (iii) Using shopping lists which are flexible but discourage impulse buying
  (iv) Reading labels
  (v) Buying grade suited to the purpose
  (vi) Understanding and taking advantage of seasonal price movements
  (vii) Buying in most economical quantities, according to intended use

(d) Planning, preparation and evaluation of meals at low, moderate and high cost levels

Bibliography

Kinder, F., Meal Management, Collier-Macmillan Tr.

Wright, C. E., Food Buying, Collier-Macmillan Tr.

Section 2

HOUSING AND INTERIOR DESIGN

Aims: To arouse interest in modern trends in housing

To develop judgement in selecting and financing suitable housing for the family

To apply the elements and principles of design in evaluating the exterior and interior design of a house and in selecting and arranging home furnishings

HOUSING

Time allotment: equivalent of approximately 24 single periods

1. HISTORY OF HOUSING

A very brief history of housing, tracing progress from purely functional dwellings to houses of comfort, convenience and beauty

For purposes of this study, the main periods in housing might be grouped as follows:

(a) Primitive: cave, hut
(b) Mediaeval: hut, yeoman's house, manor
(c) 16th to 19th centuries: development of styles in domestic architecture such as half-timbered, Georgian, Regency, Victorian
(d) Modern: design relating to form and function, uses of new materials, methods of construction

Bibliography

Barfoot, A., Homes in Britain, (Batsford), Copp Clark Tr.

Potter and Potter, Houses, Longmans Canada

Gowans, A., Looking at Architecture in Canada, Oxford Tr.

Macrae and Adamson, The Ancestral Roof, Clarke, Irwin Tr.

Wright, I. L., Architecture, Doubleday Tr.

2. MODERN TRENDS IN HOUSING

(a) Community Planning

(i) Growth of industrial cities: effect of industrialization on housing
(ii) Trend to decentralization: dispersion of industrial growth, aversion to life in modern cities, development of transportation permitting suburban living
(iii) Advantages of a planned community: sociological, economic, recreational, artistic
(iv) Functions of a community planning board: surveying physical, economic and social conditions in relation to development of the area; advising municipal council on housing supply, housing conditions, development and redevelopment of areas
(v) Urban renewal: conservation of sound areas; rehabilitation or repair and modernization of deteriorating areas; redevelopment or clearance and re-use of worn-out areas

(b) Public housing projects

(i) Reasons for public interest and government participation: effect of housing on family life and citizenship
(ii) Survey of current trends in types of public housing for families and senior citizens

Resources

(a) Books

Goldstein and Goldstein, Art in Everyday Life, Collier Macmillan

Gowans, A., Looking at Architecture in Canada, Oxford Tr.

Peters, J., Masters of Modern Architecture, (Bonanza), Ambassador Tr.

Rogers, K., The Modern House, U.S.A., (Harper and Row) Musson

Wright, F. L., The Natural House, (Mentor), New American Library of Canada Tr.

(b) Films

National Film Board, The City Series
(i) The City as Man's Home, Part 5
(ii) The City and the Future, Part 6

(b) Cont'd. Report on Redevelopment Series
(i) Montreal
(ii) Toronto

The First Village of Importance, (Ottawa)

(c) Sources of current publications

The Community Planning Association of Canada, 45 Gloucester Street, Ottawa 4

Toronto Housing Authority, 415 Gerrard Street East, Toronto 2

Local Planning Boards and Housing Authorities

Massey Medals for Architecture Brochure, The Royal Architectural Institute of Canada, 88 Metcalfe Street, Ottawa 4

3. SELECTION OF HOUSING

(a) Types available to meet varying desires and needs of families: single houses, row houses, duplexes, apartments, mobile homes

(b) Choosing the neighbourhood and lot

(i) Characteristics of a suitable neighbourhood; congenial neighbours; schools, churches, stores, parks; good maintenance, protective and communication services
(ii) Economic future of the area, including building restrictions, cost of houses, zoning
(iii) Contour and foundation of land, drainage, exposures, relation of house to lot

(c) Evaluating the exterior style of the house

(i) Recognition of good and poor design
(ii) Factors influencing the style of house: climate, availability of materials, trends
(iii) Styles: Colonial, Georgian, French Provincial, English half-timbered, Regency, Victorian, Cape Cod, Modern
(iv) Survey of older houses and current trends in the community

(d) Evaluating the floor plan to provide for comfort and convenience of occupants, considering:

(i) Adequacy of room areas: living, dining, sleeping areas; working areas: kitchen and laundry; storage areas
(ii) Relationship of rooms
(iii) Traffic lanes within and between rooms
(iv) Room exposures

(e) Appraisal by experts of property and of construction features

Bibliography

(a) Books

Craig and Rush, Homes With Character, (Heath), Copp Clark

Goldstein and Goldstein, Art in Everyday Life, Collier-Macmillan

Macrae and Adamson, The Ancestral Roof, Clarke, Irwin Tr.

Rogers, K., The Modern House, U.S. A., (Harper and Row), Musson

Sleeper and Sleeper, The House For You, (Wiley) General Publishing, Don Mills, Ontario Tr.

(b) Current publications from various associations and corporations

4. FINANCING HOUSING

(a) Proportion of income available for housing based on amount of income, stability of income, size of family, values, goals

(b) Advantages and disadventages of renting and owning, including a comparison of monthly costs

(c) Terms used in connection with buying a house: principal, down payment, title, searching the title, deed, mortgage
Source of money for financing: banks, private individuals, insurance and trust companies, government
Borrowing costs: down payments, interest rates

Bibliography

(a) Books

Craig and Rush, Homes with Character, (Heath), Copp Clark

(a) Cont'd.

Rogers, K., The Modern House, U.S.A., (Harper and Row) Musson TR., 12

Sleeper and Sleeper, The House For You, (Wiley) General Publishing Tr.

(b) Current publications from various associations and corporations

(c) Sources of Current Publications

The Community Planning Association of Canada, 45 Gloucester Street, Ottawa 4

Toronto Housing Authority, 415 Gerrard Street East, Toronto 2

Local Planning Boards and Housing Authorities

Massey Medals for Architecture brochure, The Royal Architectural Institute of Canada, 88 Metcalfe Street, Ottawa 4

INTERIOR DESIGN

Time allotment: equivalent of approximately 36 single periods

1. DESIGN

(a) Elements of design: line; texture; colour, with special emphasis on properties of colour and colour schemes

(b) Principles of design: harmony, proportion, balance, rhythm, emphasis

(c) Structural and decorative design

Bibliography

Craig and Rush, Homes With Character, (Heath) Copp Clark

Goldstein and Goldstein, Art in Everyday Life, Collier-Macmillan

Rogers, K., The Modern House, U.S.A., (Harper and Row), Musson

2. APPLICATION OF THE PRINCIPLES OF DESIGN TO INTERIORS CONSIDERING: CHARACTERISTICS OF THE ROOM, FUNCTIONS OF THE ROOM, FAMILY PREFERENCES

(a) Background

Selection of materials for background areas, considering: use, care, wearing qualities, colour and pattern

(i) Walls; paint, wallpaper, wood paneling
(ii) Floor coverings: composition floorings; carpets and rugs
(iii) Windows: curtains and draperies; window treatments

(b) Furniture

(i) Periods and styles in current fashion
Traditional: Chippendale, Hepplewhite, Sheraton, Regency, Victorian
Provincial: French, Colonial, Duncan Phyfe
Modern: Classic (Scandinavian), Organic (including Metal), Oriental
(ii) Selection of furniture, considering:
Function
Design
Quality: kinds of materials such as woods, solid and veneer; new types such as laminates; construction, workmanship
Cost in relation to quality
(iii) Arrangements, considering: function, interest or activity groups, traffic lanes
(iv) Care: upholstery and wood finishes

(c) Accessories: selection and arrangement of pictures, lamps, mirrors and other accessories

Bibliography

(a) Books

Craig and Rush, Homes With Character, (Heath), Copp Clark

Goldstein and Goldstein, Art in Everyday Life, Collier-Macmillan

Rogers, K., The Modern House, U.S.A., (Harper and Row), Musson

(b) Source of Current Publications

Canadian Home Furnishings Institute, 20 Bloor Street West, Toronto 5

3. HOUSEHOLD TEXTILES

Selection of household textiles considering types, sizes, fabrics, construction, quality and cost of:

(a) Sheets
(b) Blankets
(c) Towels
(d) Table linens

Bibliography

Craig and Rush, Homes With Character, (Heath),Copp Clark

Wingate, I., Textile Fabrics and Their Selection, Prentice-Hall Tr.

4. TABLE APPOINTMENTS

(a) Selection of table appointments considering types, manufacture, design, care, cost, and famous names associated with each

(i) Dinnerware: porcelain or bone china, earthenware, semi-porcelain, pottery, new materials
(ii) Glassware: cut, blown, pressed
(iii) Flatware: sterling, plated silver, stainless steel

(b) Flower arrangements and other table centres

Bibliography

Craig and Rush, Homes With Character, (Heath), Copp Clark Tr.

Goldstein and Goldstein, Art in Everyday Life, Collier Macmillan

5. HOUSEHOLD EQUIPMENT

Selection of household equipment considering: ease of care, safety, convenience, price, merits of basic and deluxe models, evaluation by consumer reports and ratings of some large and small appliances

Bibliography

Craig and Rush, Homes With Character, (Heath), Copp Clark

Peet, L. J., Young Homemaker's Equipment Guide, (Iowa State University Press) Thomas Allen

6. BUYING PLAN FOR FURNISHINGS AND EQUIPMENT

(a) Minimum needs for a small apartment

(b) Planning for future purchases